

31st December 2020

Dear Parents/Carers,

Arrangements for Re-Opening Manor School in January 2021.

Happy New Year to you all and I apologise for starting this new year with yet another letter regarding COVID-19 updates. I am sure you are as tired of this as we are, however, we recognise that, as a school, we play a key role in supporting the effort to return to normality as quickly as possible.

Following the announcements by the Secretary of State for Education on Wednesday, I wanted to write to you to give you as much information as we have regarding your child's return to school for the Spring term 2021.

The delay in the return to school is to enable us to set up mass testing protocols. We will be devising our protocols and procedures during the w/b 4th January and will contact you again during that week to update you on arrangements and organise the administration around registration and consent.

The overview of dates/ times and working expectations are as follows:

Date	Students in school	Home working expectations
Monday 4 th January	Vulnerable & key worker in single year group bubbles	Year 11 12 13 live online lessons Year 7 – 10 website set work
Tuesday 5 th – Friday 8 th January	Vulnerable & key worker in single year group bubbles	Year 11 12 13 live online lessons Year 7 – 10 – teacher set provision*
Monday 11 th - Friday 15 th January	Vulnerable & key worker in pods with class teacher Year 11 and Year 13 return to school	Year 12 live online lessons Year 7 – 10 – taught live /teacher set provision*
Monday 18 th January +	All students return to school	Only self-isolating students accessing remote learning

Teacher set provision: We have a statutory obligation to provide at least four hours of remote learning. Students will access lessons as per their normal timetable and will receive remote learning in one of three ways:

- Live online lessons
- Pre-recorded online lessons with staff facilitating discussions and queries
- Pre-set work with staff available to facilitate discussions and queries

The pre-set tasks on the website will remain in place for each year group and subject in case of cover due to staff illness, for the first day of self-isolation and for year 7 – 10 on 4th January.

Headphones – in week beginning the 4th January it is essential that any vulnerable students or children of key workers, who are in school bring a set of headphones with a 3.5mm jack with them to school to access their lessons. Due to the structure of the bubbles in this week there may be students accessing different lessons, at the same time from the same room and headphones will be necessary to enable them to access this appropriately. Please contact the school on Monday if this is an issue.

Attendance

Whilst acknowledging that this is a health crisis, we are also acutely aware that educationally students do best when they are in school and we have had much disruption over the last year. If students cannot be in school, we know that 'live online teaching is the next best option in many cases and therefore **sessions for Year 11, 12 and 13** and many lower down in the school will be provided via live online lessons until students are back in school.

We know that it is difficult for many families to supervise our students while they are at home, however, we ask for your support in encouraging your children to attend all sessions following their timetable regardless of the location, format and delivery mode. Students will receive an online assembly from their Progress Leader on Wednesday as usual and we will follow up with a welfare call to any students who do not attend.

Children of Key Workers and those who are vulnerable

Arrangements for these groups of students have not changed since I wrote to you on 18th December however it is important that all students are pre-registered before attending school on 4th January. Thank you to all of you who have already done this, it is very helpful to our planning. As a reminder:

- **Children of key workers** can return to the school site as normal, so long as they are not symptomatic. For parents/carers who are **key workers** and need their children to be in school between 4th and 8th January please complete the ['January 2021 school return information' form](#) on the Manor School website.
- **Vulnerable Students** will return to the school site as normal, so long as they are not symptomatic. Students who are identified as vulnerable, for example, if your child currently has a named social worker or an EHCP, will be expected in school from 4th January 2021. If you are unsure if this applies to you, please contact **SMitchell@manor.school** who will be able to confirm.

Having registered, if students are unable to attend school then please phone the school absence line as usual daily as we will be following up attendance as normal if we are expecting students.

Exams

Students in Year 12 who have a BTEC Sport or Health and Social Care exam during this week will still be invited in to complete this and leave site following the assessment.

We will write to these students on our return to confirm arrangements but it is likely to require an earlier arrival at school to enable testing to take place prior to the exam.

Support – IT access

If you have not already done so, please do let us know, also via the ['January 2021 school return information' form](#) on the website if you need support with digital access or remote learning. This may be because IT provision at home makes it difficult to engage with Microsoft Teams, or students are struggling to find a quiet place to work. **We will respond to all IT queries on Monday 4th January.**

Free School Meals

Families entitled to free school meals will be able to collect their grab bag from the Manor School restaurant (via the side door by main reception) between 12:00pm-1:00pm daily. Please ensure you have pre-booked the grab bag using the online form [Lunch Order Form Term 3](#).

For those families who will struggle to make the daily collections we can provide a food parcel for the week. This can be ordered by emailing Alan Sewell, Catering Manager at asewell@manor.school.

All students in school as part of a key worker provision will receive the option to have a free lunch every day.

Buses

All buses will run as normal from 4th January 2021 unless they are not required. Please reiterate the social distancing expectations and face covering requirements for all students who travel on our buses.

Caveat and Thank you!

Please note that these arrangements are based on the information that we received on 30 December 2020. These are subject to change dependent on infection levels in our local area and further decisions and guidance from the Government and the DfE.

Please can I also remind all families to help us by abiding by all Tier 4 restrictions when not in school and when students are making their way to and from school once they return.

Once again, I apologise for the need to write to you during the Christmas break but, as you will be aware, information has only been released very recently. Thank you for all your support of our school over what has been a difficult 2020 for us all. I hope that 2021 brings much greater positivity. I will write to you again next week - please look out for this.

Yours sincerely



Principal
Manor School Sports College
<https://manor.school>