

**Parents/Cares of Students
In Years 7, 8 and 9**

Our Ref: SHU/lha

12th June 2020

Dear Parents/Carers

Following the letter you received earlier this week, I am now writing to you to outline the plans for distance learning for Years 7-9. This renewed offer of distance learning commences on Monday 15th June 2020.

There are five main elements to this new provision, all of which we have developed in response to parent/carer and student feedback:

1. Show My Homework / Teacher Input

We will continue to use Show my Homework (SMHW) as the main platform for distance learning. This means that students will still log in daily to view tasks assigned and to submit their work to teaching staff. We are introducing the use of narrated videos across the curriculum so that teaching staff can provide further explanation/clarification on lesson content and/or task instructions. It is felt that this will be a positive addition to our offer and support students more effectively in their learning.

2. A Daily Timetable

We are now staggering the release of lessons on SMHW and are working to a set daily timetable. You will find the timetables for each Year Group attached to this letter for reference. Each lesson will be shared on SMHW on the day that it is set and will be open for submissions for 48 hours. In addition to daily lessons, there are flexible weekly tasks that need to be completed at other times of the day. This timetable is now in place to help students prioritise and manage their own workload more efficiently.

3. Academic Support – Q&A Sessions

In order to provide further support, we are offering online Q&A sessions which provides a dedicated time for staff to be available. This is in the format of selected staff being available on email at the time stated next to the lesson on the timetables attached. For weekly tasks, Q&A sessions are not fixed to specific times as yet, but afternoon emails are preferred where possible. Please do encourage your child to take up this opportunity to ask any questions they may have about their learning. We are here to support and there will be a prompt reply if emailing at the times outlined for daily sessions. Please refer to the 'key contacts' box at the bottom of the timetables for who to contact for each Q&A session running.

4. Pastoral Support – Head of House Hotline

We have set up a dedicated phone line where students and/or parents/carers can call the Head of House. The number for each House is displayed on the Year Group timetable attached. This is in addition to the HWAclosure@clf.uk email address that continues to operate throughout the closure. Your child's tutor also remains as a source of contact for you. Please do get in touch with us if you need any support.

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5. Key contacts – Subject staffing

As you will appreciate we have needed to rationalise staffing in order to meet the demands of both the wider reopening of the Academy and continuing to offer high quality distance learning for all. To achieve this, we now have a team of subject staff dedicated to the planning and delivery of lesson content for Years 7-9. The key contacts for each subject are listed at the bottom of the timetables for reference and we would ask that you contact those members of staff in the first instance with any subject specific enquiries rather than the teacher on your child's original timetable.

It is intended that this renewed offer of distance learning provides a purposeful structure for your child and also brings with it an increased level of academic and pastoral support. This will ultimately provide your child with a good foundation for when the time comes to rejoin the Academy. If your child is looking to extend themselves further than this timetable offers, then we would suggest that they explore the learning resources on offer on the CLF online learning portal <https://learn.clf.uk>. This has been written by staff within Hanham Woods Academy and the wider Federation, and is tailored to our curriculum.

If you have any questions regarding the arrangements outlined, then please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. L. Hutchinson', with a large, stylized flourish at the end.

Sara Hutchinson
Assistant Principal