

31<sup>st</sup> December 2020

Dear Families,

Further to the government guidance around the opening of school after the Christmas holiday, the following arrangements will be taking place.

Next week, the week beginning the 4<sup>th</sup> January, the only students on site will be vulnerable students and children of critical workers. For Years 7 – 10, there is no change to the information we gave you before the holidays for the first week back, however, this now means that Year 11 pupils will also be at home during this first week of term. All pupils will receive remote learning during this first week.

If any Year 11 students are children of critical workers, have an EHCP plan or support worker, and require a place in school for the week of 4<sup>th</sup> January, please email [covid19@shuttleworth.lancs.sch.uk](mailto:covid19@shuttleworth.lancs.sch.uk) as soon as possible.

The definitions of critical workers are the same as during the first lockdown. Please follow this link to check the criteria. <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

In the second week of term, week beginning the 11<sup>th</sup> January, Year 11, vulnerable students and children of critical workers will be in school and all other students will receive remote learning.

In the third week of term, week beginning the 18<sup>th</sup> January all students will return to school for face to face teaching.

<b>Week beginning</b>	<b>In school</b>	<b>At home with remote learning</b>
4 <sup>th</sup> January	Vulnerable students and children of critical workers.	All other pupils in Y7 - 11
11 <sup>th</sup> January	Year 11 plus vulnerable students and children of critical workers in Y7 - 10	All other pupils in Y7 - 10
18 <sup>th</sup> January	All pupils.	

Please note all these dates and arrangements are subject to change based on government announcements.

All remote learning will take place via Microsoft Teams. Lessons will follow the normal timetable with students receiving lessons during the times they would normally have lessons in school.

Lessons will finish approximately 10 minutes earlier than they would in school to allow for a comfort break between sessions for both students and staff and to allow staff to set up for their next session. The start times for the lessons for each year group are as follows.

Please ensure that students have logged into Teams ready for the start of the lesson and click 'join' in their class team at the start time. The only exception to this will be for Y10 PSHE lessons, resources for pupils to access and work through independently will be available in the class team for the session but it will not be delivered 'live'.

Start times	Year 7	Year 8	Year 9	Year 10	Year 11
Lesson 1	8:30	9:30	9:30	10:30	8:30
Lesson 2	10:00	11:00	11:00	12:00	11:00
Lesson 3	12:00	13:00	13:00	14:00	13:30

A guide for how to log into Teams can be found here: <https://www.shuttleworthcollege.org/wp-content/uploads/Microsoft-Teams-help-guide-January.pdf> we are aware that there is still a small number of students who are still awaiting laptops to enable them to access remote learning and these will be delivered as soon as possible on the 4<sup>th</sup> January.

Students in school will follow the lessons that are delivered remotely by teachers and will follow the normal times of their school day. Food will be provided for students in school for both break and lunchtime.

You will have read a lot about testing students in school. We will be sending more information about this, including consent forms, as we return next week. There is no need for any child to be tested before attending key worker provision next week. All students will be socially distanced in school next week to avoid any unnecessary isolations.

Please let me wish you all a very Happy New Year. Let's hope we see the vaccine rolled out quickly to allow us a better 2021!

All the very best,



Ruth England  
Headteacher