

19<sup>th</sup> March 2020

Dear Parents/Carers,

### **Temporary Closure of The Albion Academy**

As you will be aware, the Government has announced that all schools in England will close temporarily for the vast majority of children from end of the day on Friday 20<sup>th</sup> March.

This decision has been taken on the advice of medical and scientific experts in order to manage the spread of COVID-19 and relieve pressure on the health system.

From Monday 20<sup>th</sup> March, students' education will continue from home.

By the end of this week we will send you specific details of how this will operate. We have prepared well for these circumstances so that all our students can continue their education from home during the closure. I am extremely grateful to staff across the academy for the way in which they have taken on this challenge.

The Academy will, however, remain open for two specific groups of students:

- Those whose parents are defined as key workers (employed in the NHS, emergency services or elements of the food supply chain);
- Those who are particularly vulnerable.

I would ask that parents who believe they fall into the category of key workers contact the school as soon as possible and no later than 12 noon on Friday 20<sup>th</sup> March via [ParentHelp@albionacademy.co.uk](mailto:ParentHelp@albionacademy.co.uk) so that we can arrange for your child to continue to attend school.

We will be identifying those students who are in the second category and will be contacting their parents and carers separately. If you believe your child falls into this latter category and you have not heard from us by 10am on Friday 20<sup>th</sup> March please contact us on the above email address.

As mentioned, we have already started to ensure that learning for our students is able to continue from home. I have attached a parent's guide to outline how this will work. Over the next few days, we will be in a position to update you further and provide additional information on ways we will be able to support your child during this time, the academy website will be regularly updated with the latest information and support for parents and students. In particular we will be finalising how we can ensure that students on Free School Meals will receive entitlement to food. We will be doing everything we can to deliver whatever is required of us by Government.

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We are entering times of further uncertainty, speculation and concern and our responsibility as a school, like yours as a parent, is to give our young people the learning, support and reassurance that they will need in the coming weeks.

We will continue to update parents on a regular basis with important information as we receive it. We will continue to communicate with you by email but please do regularly check on the school's website.

Thank you for your continued support and for working with us in the weeks ahead.

Yours faithfully

Andrew O'Brien  
Executive Principal

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## Supporting Your Child's Home Learning

During the challenging circumstances we currently face, we hope that the following advice provides families with suggestions on how to academically support your child during the school closures. One of the key elements that make our students successful at the Albion Academy is routine. We hope that the following provides parents with advice that allows students to establish a positive routine whilst not in the academy and protects the hard work and progress they have made so far this year.

### A regular routine

We strongly suggest that you agree a routine with your child. Having an agreed start and end to the day, will allow them to focus on the tasks set and give them a productive routine whilst at home. We have included some suggested schedules below.

Once agreed, display your daily schedule somewhere visible. The fridge is usually good place to start!

As part of the routine, ask to see you child's completed work. Although we are not all experts on every topic, simply checking will show your child the work they are doing is important to keep them on track.

### Suggested Y7 and Y8 daily routine

Time	Session	Activity
9 am -9.45 am	Session 1	Hegarty maths
9.45 am-10 am	Break	
10 am-10.45am	Session 2	Subject work (Microsoft Teams or paper pack)
10.45 am-11 am	Break	
11 am-11.45 am	Session 3	Reading homework task
11.45 am-12 noon	Break	
12 noon- 12.45	Session 4	Subject work (Microsoft Teams or paper pack)

The remainder of the day could be spent completing the project work provided.

### Suggested Y9 and Y10 daily routine

Time	Session	Activity
9 am -9.45 am	Session 1	Hegarty maths
9.45 am-10 am	Break	
10 am-10.45am	Session 2	Live lesson 1 or revision pack
10.45 am-11 am	Break	
11 am-11.45 am	Session 3	Live lesson 2 or GCSE pod
11.45 am-12 noon	Break	
12 noon- 12.45	Session 4	Live lesson 3/ revision pack or coursework
12.45pm -1.30pm	Lunch	
1.30pm – 2.15pm	Session 5	GCSE Pod

Normal revision timetable from 5pm.

## Suggested Y11 daily routine

With GCSE examinations not taking place in May and June, the way in which our students evidence their grade will change. Their written work is more crucial now than ever. **Please make sure your child stores their written work in a safe place and where possible submits it online. This will be used to evidence the grade your child is working at and ensure they get the GCSE grade they deserve.**

We have taken this into account with the suggested timetable below, with the focus being on written work.

Time	Session	Activity
9 am -9.45 am	Session 1	Hegarty maths
9.45 am-10 am	Break	
10 am-10.45am	Session 2	Live lesson 1 or GCSE exam paper
10.45 am-11 am	Break	
11 am-11.45 am	Session 3	Live lesson 2 or coursework for BTEC
11.45 am-12 noon	Break	
12 noon- 12.45	Session 4	Live lesson 3 or GCSE exam paper
12.45pm -1.30pm	Lunch	
1.30pm – 2.15pm	Session 5	GCSE Pod

**To allow us to collect evidence of your child's progress, we ask that completed work is returned to school either online, in person or by post if this is not possible. This should be done each Friday.**

## A learning space

Without our normal routines, it can be very easy to become disorganised. We would suggest where possible a quiet space with minimal distraction is set aside for students to complete and store their work neatly. This may be difficult in a period of isolation and closure but supporting your child in this as much as possible, will help them greatly in achieving a successful home learning routine.

## Equipment

To support our students as much as possible with their home learning, we have given years 7, 8 and 11 a pencil case of essential equipment to complete their home learning. Packs are also available for year 9 and 10 to collect from the academy reception.



Other equipment that may further support your child's learning are:

- Highlighter
- Paper
- Eraser
- Calculator (provided for year 11)
- Index cards for revision
- Files to organise work
- Dictionary

## Weekly work set

To ensure your child still receives a varied curriculum we will be setting work in the following ways:

### Year 7 and Year 8

In key Stage 3 students will be provided with work in the following ways:

- Microsoft Teams. Students have been shown how to access this. For further guidance please see the academy website.
- Hegarty Maths.
- Students have been given a printed pack of work.
- Students have been set a reading homework task.
- Students have a reading book.
- Students have been set a project to complete.

#### Minimum daily expectations

As a minimum, we would expect students to complete

- Microsoft teams work or (paper copy if internet access is not available).
- Reading homework task.
- Hegarty maths homework.
- Study Project.

### Year 9, Year 10 and Year 11

In key Stage 4 students will be provided with work in the following ways:

- Microsoft Teams. Students have been shown how to access this. For further guidance please see the academy website.
- Hegarty Maths.
- Hard Copy pack of work. Students have been given a pack of work on paper.
- 'Live' lesson timetable.
- Variety of revision websites.



### **Minimum daily expectations – for Year 9 and 10**

As a minimum, we would expect students to complete

- Microsoft teams work or (paper copy if internet access is not available).
- Reading homework task.
- Hegarty maths homework.
- Study Project.

### **Minimum daily expectations – for Year 11**

Year 11 students are expected to follow the suggested schedule and submit their written work every Friday.

For further guidance, please visit the academy website. We will continue to support our students as much as possible during this time.