

October 2020

Dear Parents and carers,

In order to ensure that learning can be continued, irrespective of any future potential lockdowns or required periods of self-isolation, The Robert Fitzroy Academy has developed a **Continuity of Education Plan** that will be used during the Covid19 Pandemic. The plan will offer remote learning opportunities whilst also acknowledging that some households have limited access to devices. You will receive a copy of the plan in an email following this letter and plan will come into effect from **Tuesday 3rd November**. Prior to this date, if your child is isolating but healthy, the teacher will email you work for your child to complete via the Arbor system.

Please help us to plan accordingly for virtual learning, by completing the survey that is about your family's access to electronic devices. We would be grateful if you could return the form that your child will bring home this Thursday to your child's class teacher as soon as possible.

The Continuity of Education Plan itself will be applied in the following instances:

1. An individual is self-isolating because of a positive test within the household;
2. A group of children are self-isolating because of a case of coronavirus in the bubble;
3. A whole bubble or cohort is self-isolating because of an outbreak of coronavirus

The plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#).

In the event of any form of isolation and loss of learning caused by Coronavirus, we would like to encourage home learning wherever possible. We will ensure that provision is made available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning. Parents need to also understand that this could also be the class teacher who falls ill and that the school will do their best endeavours to continue with the remote learning provision in these circumstances.

You will see from the plan that we are implementing Microsoft Teams into our school environment, for both our staff and pupils. This has a number of different uses and benefits:

- Teachers can use it to set classwork/home learning tasks.
- Teachers can upload and save files which pupils can access both in and out of school.
- Frequently used website links can be shared on Teams which allows pupils quick and easy access.
- Microsoft Teams is a FREE website/app which is part of the free Microsoft suite of educational resources (i.e. Word, Powerpoint, Excel, Forms etc.) This can be downloaded free from either your regular app store. (It can also be accessed through a web browser such as Internet Explorer, Google Chrome or Firefox).

- Pupils and staff can discuss classwork/home learning.
- It encourages and develops our pupils' digital literacy – many organisations, places of work, universities and high schools also use Microsoft Teams.

Parent's guides/ videos that explain how to use Microsoft teams, along with your child's login will be sent to you via Arbor email over the next few weeks. We are also beginning to explore Microsoft Teams in school so that the children are prepared to use it at home if need be.

We would remind pupils and families of our usual online safety rules and responsibilities which should be followed at all times when using Microsoft Teams – i.e. Pupils must be mindful of others' thoughts and feelings and only posting comments and questions relating to classwork and home learning, etc. We will be updating our e-Safety Acceptable Use Policy and will require a parent and pupil signature to acknowledge the expectations for conduct during remote learning.

Your on-going support with our return to school is greatly appreciated. If anybody wishes to get further clarity on the plans outlined in this letter, please do contact the school office.

Yours faithfully,

A handwritten signature in black ink that reads "H. French". The signature is written in a cursive, slightly slanted style.

Hayley French
Deputy Head teacher