



ST PETER'S  
CHURCH OF ENGLAND  
AIDED SCHOOL

18<sup>th</sup> March 2020

Dear Parents and Carers,

**COVID-19 Information and Guidance**

These are unprecedented times and we will continue to do all we can to follow Government advice as swiftly and as well as we can. Thank you for your support, prayers and encouragement in these challenging times as we all seek to work together for the safety of our community.

Further to my communication of earlier today and following the Prime Ministers announcement earlier this evening, schools across the country will be closed to the vast majority of the students from Friday 20 March 2020.

The exceptions are listed below and override my earlier email of today.

We will remain open to all Year 7 and 11 students until the end of Friday 20 March 2020.

In addition, in line with this evenings announcement we will also be open to the following students (Please can parents and carers who fall into the critical key worker category inform school using the following email address [sltadminteam@spexe.org](mailto:sltadminteam@spexe.org) using the heading COVID-19 by no later than midday Friday 20<sup>th</sup> March):

- All students with Educational Health Care Plans (EHCPs)
- All students with a current social worker
- All students entitled to receive Free School Meals (FSM)
- All students with parents who are critical key workers such as NHS staff, police, social care workers and supermarket delivery drivers (details of this category are to be confirmed by the Government shortly)

As we learn more about the cancellation of Year 11 examinations we will of course keep you informed. With the lack of detail we currently have we think it unwise to stop supporting Year 11s in good learning habits and therefore wish to continue to support them as best we can. As soon as we learn more we will of course inform you.

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During the period of school closure, we expect all students to continue with their learning in order to support their education. Teachers will continue to set appropriate work for every lesson that would appear on their normal timetable.

### What should students do?

In order to support the well-being of students we strongly recommend that students are supported in replicating a school day. Setting up an area on your dining table or a desk where work is completed or ensuring there is a workstation next to a computer is essential. Students should have their books and equipment with them to enable focused working.

Students should be encouraged to **keep a normal school day routine**. They should get up and have breakfast as usual, setting to work at their desk for 8.55am when lesson 1 would normally start. We also recommend that wearing day clothes rather than nightwear will be helpful in creating a positive work routine.

They should log on to **Google Classroom** where teachers will set work using the format below. This might be designed as a standalone lesson or a series of lessons. Students should complete the work in their exercise book (if available) or on the computer as required. For some specific students hard copy work books have been provided to support independent learning.

Lessons will follow the format of:

1. A starter activity (ACTNOW) that is designed to replicate what they would do in school. This is intended to help students recall previous learning.
2. Remote learning from resources directed by the teacher such as website, information sheet or video clip.
3. A task or series of tasks to complete based on the information.

### Suggested routine / schedule:

8.55 – 9.55	Lesson 1
9.55 – 10.55	Lesson 2
10.55-11.15	<b>Break away from the work environment</b>
11.15-12.15	Lesson 3
12.15-1.15	Lesson 4
1.15-2.05	<b>Lunch eaten away from the work environment</b>
2.05-3.05	Lesson 5
3.30-4.30	Additional time for work that was not completed following parental checks (see parental timetable tracker)

### What can parents do?

We ask that parents remove any devices during learning hours that are not directly being used to support the lesson / learning. Mobile phones should ideally be switched off and away from the workstation. Students should be encouraged to be methodical and organised and parents can support by checking regularly that they are able to proceed. Keeping to the school day routine is the most important thing in trying to keep learning happening.

We have also enclosed a suggested timetable tracker that might be beneficial when checking your son/daughter is keeping up to date with the work they have been set. Parents completing the timetable tracker at the end of the day is an essential part of keeping students working independently and would support a smooth transition when school reopens.

In addition, we would also encourage parents to download the **free Google Classroom app** for Android or iOS devices. This is available from the Google Play Store or Apple's App store. This app will allow you to see all of the classes that your son or daughter is subscribed to, together with the work set by teachers. You will need to ask for your son or daughter's School Google username and password to do this. Push-notifications alert you to online activity between your child and their teacher. Students can message teachers with questions about the work, which can be seen by the rest of the class and the teacher, as well as digitally handing in work when an assignment has been set.

On their return to school, classes may revisit learning done at home to assess for gaps in their learning and any misconceptions, and be given assessments to help inform future teacher planning.

We would like to thank you for your on-going support at this challenging time. If you have any questions you can contact staff members using the website contact form. We will try to respond as quickly as we can.

For updates on the school closure, please visit our website and social media daily for any changes.

Question	Staff member	Email address
<b>Website, Google Classroom</b>	Russ Le Puill	<a href="mailto:Russ.lepuill@spexe.org">Russ.lepuill@spexe.org</a>
<b>Individual teacher or lesson questions</b>	Teachers	Please use the website contact form
<b>Pastoral</b>	<p>Please contact Tutors in the first instance for pastoral matters. If the matter can't be resolved by the tutor then please as a last resort contact the Head of Year.</p> <p>Year 7- Mr Bamber            Year 8 - Miss Hartnell            Year 9 - Mrs Bagshaw-Bale            Year 10 - Mr Woolnough            Year 11 - Miss Hayes</p>	Please use the website contact form

## Parent Timetable Tracker

- Throughout the day ask students to write the subjects in the correct box and place a tick next to completed work at the end of the hour.

At the end of each day check that the work has been completed for each lesson by asking students to show you their work. Help make a list of what needs to be caught up in the homework section or the next day. Colour coding lessons might be a useful way to identify where there have been problems eg Red = couldn't do the work, Orange = feel unsure, Green = happy with work completed.

Week commencing:	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1					
Lesson 2					
<b>Break</b>					
Lesson 3					
Lesson 4					
<b>Lunch</b>					
Lesson 5					
Parental checks of the day's work + completion of anything outstanding.					

Please see attached, **How to Access Google Classroom from home**. Please also see attached **Support available if absent from school**.

We hope that this is useful and supportive information, we will monitor and review and inform you of any updates.

Yours faithfully

Phil Randall