

CEC/DNA/JWI

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Oakwood High School: Weekly Briefing 1

Dear Parent / Carer

We thought that we should update you all as regularly as possible. It is our intention to send out a weekly briefing for parents / carers and the pupils.

Access to school

The school is now formally closed. This is following the government direction designed to ensure that we all take measures to isolate ourselves, to slow the spread of Covid-19 or Coronavirus. From Monday 23 March we have facilitated a limited opening for vulnerable pupils and the children of key workers. It is important for us to state that we have a responsibility to follow the government's directions and, as such, we should have as few pupils and staff in the building as possible. Can we ask that you only send your child to the school if there are no other options for their care? We want to ensure that all pupils and all staff stay safe, healthy and protected; we can only do that if as many of us as possible self-isolate.

Here are some links for you to follow for vital advice and information.

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/87555/COVID19_Guidance_Education-1_1_.pdf

Home Learning

Over the last few weeks, we worked to ensure that all of our pupils were able to work from home. Our pupils are in the enviable position that the school provides a device for them to work on away from school. All teachers have been sending work on a daily basis. Re-attached to this letter are the protocols for learning at home. We would expect the learning material to be completed and returned to teachers. Teachers will provide feedback on the work appropriately.

The overwhelming majority of our pupils have their iPads or Chromebooks for this purpose. We ask that parents and carers check that device regularly and ensure that your son / daughter knows how to connect to Google Drive, Google Classroom and can access school emails. If the device has a problem you should contact our IT helpdesk. It is important to remember that all the work sent can be accessed

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from any device; be that home computer, laptop or smartphone; and pupils should find an alternative method for accessing work if their school device fails. Pupils can access their work via the school's website (oakwood.ac). We do not have the staffing or facility to send home paper copies of all the work being set.

Should a pupil break or have malfunction on their device the procedure is:

1. Pupils can continue to access all Oakwood learning systems without their device by logging on to classroom.google.com with their @oakwood.ac email address and usual password.
2. If the pupil breaks their device and wants it fixed they will need to hold on to their device until we are allowed to reopen.
3. If a pupil wants support in using Google Classroom or department specific systems they should email their PLT who can support them in the use of this.
4. If a pupil locks their account or forgets their password you should ring the school reception (8am-4pm). We will log a helpdesk call and our IT team will look into this and we will respond when we know the best way forward.

Summer Exams

As we confirmed last week all the GCSE exams this summer have been cancelled. We continue to work with the exam boards to ensure all pupils will be awarded the grades they deserve. At this stage we do not have any further information to share. We will stay in touch.

Free School Meals

We have given out or delivered a significant number of food 'grab bags' to our free school meal pupils this week. From Wednesday 25 March we will email, for any and every eligible pupil, a voucher which can be redeemed at any Tesco store. If you haven't already done so please email us on accounts@inspiretrust.uk; all we need from you is for you to confirm the names of your child(ren) eligible and share with us a contact email address. Once you've done that we will send out the vouchers every Monday; until we return to school. We do not need and will not ask for bank details; be wary of scams.

Safeguarding and Welfare

Can we remind you that we have also put in place procedures for pupils and parents to contact us if they have any concerns about their own or someone else's well-being or welfare? An email was sent to every pupil with the names and contact details of the Child Protection team. However, contact via email can also be made through your child's Personal Learning Tutor or a trusted adult in school.

We will continue to update you as and when the situation changes, be that nationally or locally. For now please heed the government's directions; stay safe, stay healthy and stay connected.

As always, should you have any questions about the situation and Oakwood's response to any change in circumstances, please make direct contact with Mr Eccles c.eccles@oakwood.ac or Mr Naisbitt d.naisbitt@oakwood.ac

Thank you for your continued support and understanding during these uncertain times

Yours faithfully



Chris Eccles
Deputy Headteacher



David Naisbitt
Headteacher

Oakwood High School Closure – protocols Pupils / Parents



During a period of closure Oakwood High School will continue to set work for all pupils. We would expect that work to be completed, in line with teacher instructions.

We set out some important notes for pupils and parents to consider:

Protocols for working

Teachers will be setting work

Pupils will be expected to follow their usual timetables; however we are not expecting pupils to be sitting behind a computer or device for the whole day.

Teachers will set work by the usual starting time for a lesson. It might be that a number of lessons are set for the start of a day or for a sequence of lessons.

Teachers have been asked that the work set should clearly state:

- the expected duration of the lesson and any associated tasks;
- the specific location of any supporting resources or a specific link or class code for e-learning;
- the deadline for submission of that task and how to submit the work;
- the times when you will be contactable (via email) to discuss the work and address any concerns, and;
- the expected timescales for feedback.

Our expectations

It is important that you know that all staff understand that closure of the building does not prevent learning continuing. All pupils and parents must understand that we will do all that we can to minimise the impact closure may have on pupils and, equally pupils will have an obligation to complete the work set by their teachers.

The main method of communication will be email. Emails, Google Classroom and Google Docs should be checked at the start of each 'normal' school day.

Teachers will endeavour to answer pupil / parental emails in a timely manner. Teachers will expect work to be returned by the set time and that work will be checked. Pupils will receive feedback and pupils are expected to complete any set 'closing the gap' activities. Any missing work will be followed up by the teacher. Answering pupil to staff emails will be our priority.

Emails to staff should be polite and professional.

And finally

Any information about the school, closure, teaching and learning will be communicated through Oakwood email and the school's website. Do not trust or rely on other sources (for example, Facebook or Snapchat rumours) for information.

Oakwood High School

Copy of Pupil Safeguarding Email



Safeguarding Information to Pupils

Hello,

Even though you are not in school I wanted to remind you of the support available to you should you find yourself feeling unsafe and at risk.

You are welcome to email the safeguarding team on childprotection@oakwood.ac where a member of the team will respond to you via email, offering support and advice as appropriate between 8am - 4pm.

Key staff are as follows:

Mr Eccles	Miss Mallinson
Mrs Ronan	Ms Grice
Mr Jones	Mr Willey
Mr Naisbitt	Ms Mitchell

If you require a more urgent response due to the risk / threat posed to you please contact either 999 for the police or 01709 336080 for social care. Both of these services are available 24 / 7.

Childline also has a website and number you can call <https://www.childline.org.uk/> - 08001111

If you have concerns around your emotional wellbeing, thoughts of self-harm or suicide, please talk to an adult at home. Below are some services who may also be able to support -

<http://www.mymindmatters.org.uk/>

<https://youngminds.org.uk/>

<https://camhs.rdash.nhs.uk/young-people/> - 01709 304808

Please seek support should you require it,
Thank you

Guidance for Key Workers and parents of identified vulnerable pupil groups

Oakwood High School will be open Monday to Friday 8.00am and 4.00pm during the current Coronavirus crisis to support identified Key Workers and children who are in an identified vulnerable group (EHCP pupils and those families working with Social Care). This will include the recognised Easter holiday with the exception of Good Friday and Easter Monday.

The school will be open between 8.00am and 4.00pm, there will be no meal facilities, so parents must provide a packed lunch.

During the day, children will be supervised to complete work that will be remotely set by their class teachers. They will not be required to wear school uniform.

Key (or Critical) Worker Groups can be found at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

If you feel you qualify and would like to access this provision please complete the following survey...

tinyurl.com/OakwoodEssentialWorkers

Remote Learning for Oakwood High School

Links to OHS IT Systems:

Email

mail.google.com

Google Drive

drive.google.com

Learning Resources

classroom.google.com

Hangouts Meet

meet.google.com

Hangouts Meet is for video calling, this can be used by teachers and pupils.

For more information: support.google.com/a/users/answer/9300131

Jamboard

jamboard.google.com

School Communication

School Website

www.oakwood.ac

Twitter

twitter.com/OakwoodHSchool