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1<sup>st</sup> January 2021

Dear parents and carers,

Firstly, can I wish you all a very Happy New Year with the hope that 2021 brings an easing of the challenges which have faced us in the past months. The reality of a vaccine in its early stages of roll-out gives a true sense that we may soon see the end of the many restrictions we have all been living under. I trust you have all enjoyed the break and are looking forward to a brighter future in the first few months of this new year.

For the moment, we continue to work under strict guidance from the government as to how we re-open and keep school open. You will be aware that the most recent announcement on Wednesday 30<sup>th</sup> December asked us to modify the plans for January originally set out in the days just prior to breaking up for Christmas. It is now the government expectation that we organise for Lateral Flow Tests to be carried out in school for staff and pupils. The delayed start to term will allow us time to organise this, so we will be making plans next week. Please rest assured that these tests will only take place with your permission and we will keep you fully informed of procedures. More information and permission slips will follow next week.

In line with the guidance, we now plan to re-open school in the following way:

**Monday 4<sup>th</sup> January** – as planned will be an INSET day – **no children in school and no work will be set.**

**Tuesday 5<sup>th</sup> January – Friday 8<sup>th</sup> January:**

- We will provide **education in school for children of Key Workers and vulnerable children.**
- We will also provide **education online for all year groups.** This will be a mixture of 'live' lessons delivered via Microsoft Teams and work provided via ClassCharts.

**Monday 11<sup>th</sup> January – Friday 15<sup>th</sup> January:**

- We will provide **education in school as normal for Year 11 pupils.**
- We will provide **education in school for children of Key Workers and vulnerable children.**
- We will continue to provide **education online for Years 7-10.** This will be a mixture of 'live' lessons delivered via Microsoft Teams and work provided via ClassCharts.

**Monday 18<sup>th</sup> January onwards:**

- We will provide **full-time education in school for all year groups** as normal.

On the following pages we have provided some additional information and answers to questions we think you may have.

**Principal:** Dr N Walmsley



## **What do I do if my child is eligible to attend the Key Worker and vulnerable provision in school?**

- If you will be sending your child to school from Tuesday 5<sup>th</sup> January as part of our Key Worker or vulnerable provision, I would be grateful if you would fill in the form [here](#) before 3pm on Sunday 3<sup>rd</sup> January. If you have already informed us via email that your child will be attending, please can I ask that you also follow the link and fill in the form to ensure we have all the details we need.
- The government has outlined those included in the vulnerable children category: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- We will run the provision as follows:
  - The provision starts on Tuesday 5th January, with school gates opening at 8.30am.
  - Pupils should arrive at school via their usual gate and proceed to their year group areas as normal.
  - Pupils should attend in full school uniform.
  - Pupils will need to bring in their own equipment as usual (pen, pencil, ruler etc).
  - Pupils will follow the remote learning timetable that other students not attending the on-site provision will follow.
  - Pupils will work in their year group bubbles and continue to maintain the usual practices to prevent the spread of infection.
  - Lunch will be provided.
  - School will close to pupils at 3.05pm.

## **What do I do if I need help with technology or accessing online resources?**

- Your child's work will be a mixture of ClassCharts work and 'live' Teams lessons. Your child will need their ClassCharts login to access ClassCharts. They will need their email address and password to access Microsoft Teams. Your child has had training in how to use both platforms but if they need further help, please go to the 'Home Learning' section on our school website. Here you will find guides and video tutorials to help your child. If your child has forgotten their password, please email and we will send you a new one: [help@lancasterhigh.lancs.sch.uk](mailto:help@lancasterhigh.lancs.sch.uk)
- If you are struggling without a device and/or internet connection at home and this is preventing your child accessing their work, please either email [clhs@lancasterhigh.lancs.sch.uk](mailto:clhs@lancasterhigh.lancs.sch.uk) or ring the school office.

## **My child has an exam during the first two weeks back – how will they sit this exam?**

- We are aware that some pupils in Years 10 and 11 have external exams during the first two weeks back. The government has said that these exams will take place as normal. We will make arrangements for this to happen and will be in touch early next week to let you know when your child should come into school. In the meantime, they should follow the instructions of their class teacher and continue to revise as planned.

## **My child will be coming to Key Worker and vulnerable provision, will school transport be running?**

- There will be no school bus services between Tuesday 5<sup>th</sup> January and Friday 8<sup>th</sup> January. The two school bus routes will begin again on Monday 11<sup>th</sup> January. Please indicate on the education provision booking form if you need help with this.

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### **What do I do if my child is eligible for Free School Meals?**

- If your child is eligible for Free School Meals and they are attending the Key Worker and vulnerable provision in school, their lunch will be provided as normal in school. If your child is accessing learning from home, we are currently investigating the best way to deliver this service and will be in touch early next week with further details.

Finally, you will appreciate that the situation is constantly evolving, and government guidance can change at very short notice. We will do our utmost to keep you up to date with all developments and how they will affect the provision outlined here. Please do keep an eye on text and email updates, and if you know that your contact information held by school is not current, please get in touch to update us.

Yours sincerely,

Dr Nick Walmsley  
**Principal**

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