



HIGHFIELD LITTLEPORT ACADEMY

An Active Learning Trust School

Executive Headteacher: Simon Bainbridge

Head of School: Yvonne Skillern

Friday 8th January 2021

Dear Parent or Carer,

Many thanks for your patience and cooperation over what has been a challenging time for our school over the past week. Thank you for all of your responses to our school questionnaire, we have now managed to collate all of the information and offer places to as many families as possible. Due to needing to maintain safe staffing levels we have had to prioritise families who have parents as critical workers and the most vulnerable such as those with social care involvement. Government advice states that everyone must stay at home to help stop the spread of coronavirus. When we reduce our day-to-day contact with other people, we will reduce the spread of the infection.

Remote learning has been set up as communicated separately via the Evidence for Learning platform. All parents and carers have been issued with a login, if you need a reminder of these details or the password resetting please contact office@highfieldlittleport.org and this can be done for you. I have attached a step-by-step guide for logging on to the system again just in case anyone needs a reminder. Learning will follow the normal school timetable and teachers will circulate this to you. The learning activities are uploaded to the platform for you to access at home. If you have any queries please direct them initially to your child's class teacher. If the issue is not resolved a Department Leader will be happy to help.

In order to facilitate the provision of remote learning the Government have made available technology in order to enable access to remote learning. We have been provided with a small laptop allocation. If you do not have access to a laptop we may be able to provide one to you at home. Please contact the school office who will be able to assist you. We have been made aware of a limited offer by some mobile data providers to increase what they provide to children to support remote learning over this national lockdown. This scheme is open to children and young people who:

- Don't have access to a fixed broadband connection
- Cannot afford the additional data needed to access educational resources or social care services
- Have access to a mobile device that uses a participating network
- Are facing disruption to their face-to-face education, or have been advised not to attend school

If you would like to apply for this scheme you will need to contact the office and supply the following information:

- Account holders name
- Mobile number
- Mobile Network
- If contract or pay as you go

We as a school can then make an application on your behalf. Please ensure you have done this before the end of the day on **Monday 11th January** in order for us to process applications. Please view the privacy policy in the following link related to the sharing of this information <https://get-help-with-tech.education.gov.uk/guide-to-collecting-mobile-information/privacy>

Elmside, Littleport, Cambs, CB6 1LJ

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Our office staff have also communicated with you with regards to those children(ren) are entitled to Free School Meals. There will again be a National Voucher Scheme out in place again similar to that of the first lockdown. We are still awaiting information about this from the Government and Local Authority but as soon as we know anything we will be in touch. We apologise for any inconvenience caused but unfortunately this is out of our hands at the moment and are awaiting further guidance.

Over the past few days, we have been working hard to implement the Government and NHS requirements with regards to Lateral Flow Testing for Coronavirus in schools. We are required to test all members of staff on a weekly basis and all secondary aged students initially upon their return to school. Although implementation of testing is mandatory, the testing process is consent based. Parents, carers and students with appropriate mental capacity can withdraw consent at any time. All students who are in school as from next week will be tested twice (on Monday and Thursday) where consent has been given. They will only have to be tested again for a 7-day consecutive period if they are identified as a close contact of someone who has tested positive at school. You will be notified of this if it is to occur. Students need to be able to complete the swabbing process themselves. Our staff will reassure and support students where they can but are unfortunately not able to complete the process for the student. A link for consent and privacy notice has been sent to those students who require it.

I would like to ask that in the coming weeks please do:

- Continue to check all school communications (Dojo/website) – we may need information from you at short notice in order that we can make decisions and plan our next steps
- Let us know if your situation changes, e.g. if you and your family need to self-isolate

Many thanks again for your patience and support in these very difficult times,

Yvonne Skillern
Head of School

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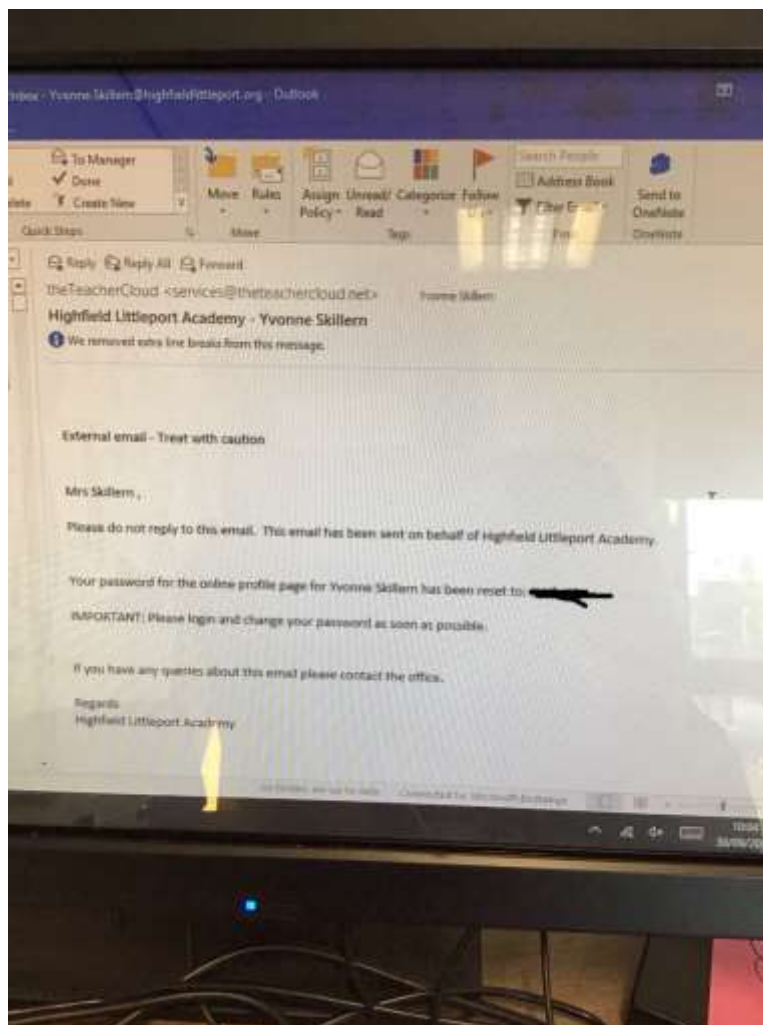
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How to Set Up and Register Parent Access for Evidence For Learning

1. In order to set up access for Evidence for Learning for parents and carers you will be sent a unique password in order to access your child's evidence area. The email will look like this below:



Please make a note of this unique password and do not share it with anyone. This password will be associated with the email address you have provided to us. This has been linked to the Evidence for Learning software as you have identified in your permissions on your child's admissions form. It will allow you to log on to access your child's profile.

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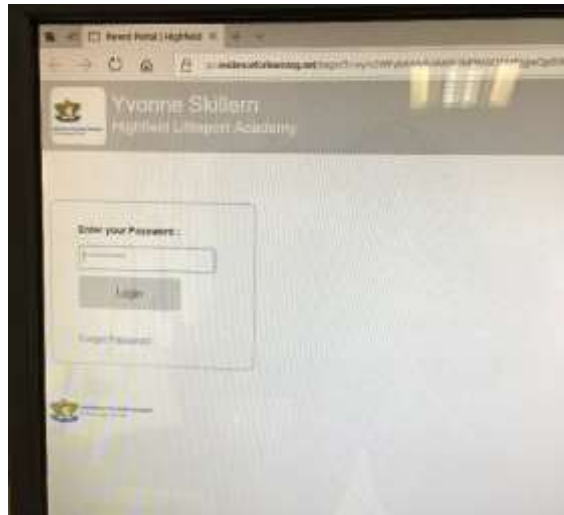
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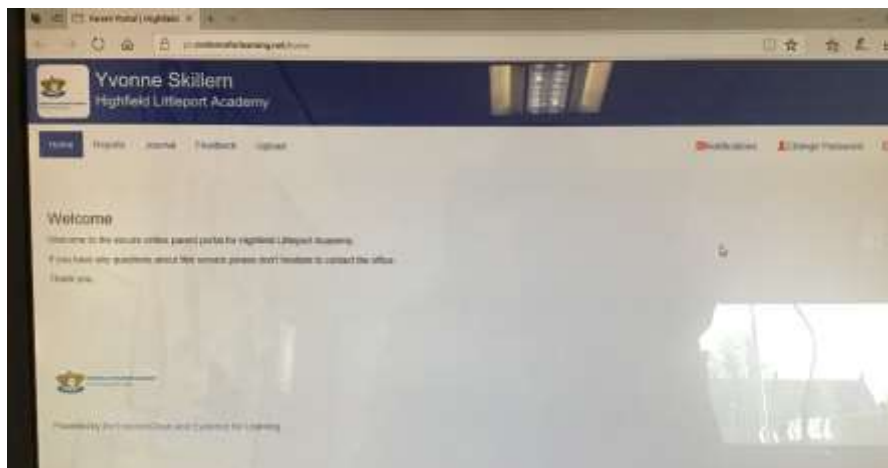
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3. After clicking the link you will be taken to your child's personalised log in page. Please enter the password that was emailed to you into the box and click login.



4. Once you enter your password you will be directed to your child's home page. On this page you will be able to view any reports that have been generated (usually these are available prior to an Annual Review and around the Summer term parents evening), view your child's day to day journal of evidence, type in feedback to staff based upon evidence and also upload your own evidence from home.



Evidence uploaded from school will look a bit like this:

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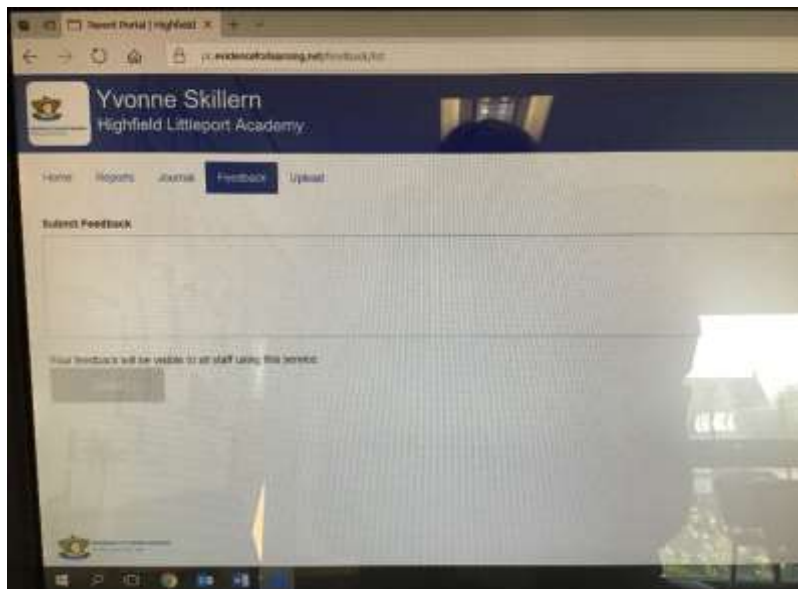
Fri Sep 27 2019



+ Add Comment

You can then like the post or add comments to feedback to staff at school. Ensure you put a description alongside a photo using the 'add comment' tab.

5. Submitting feedback tab:



You can use this to share any general feedback with staff at school.

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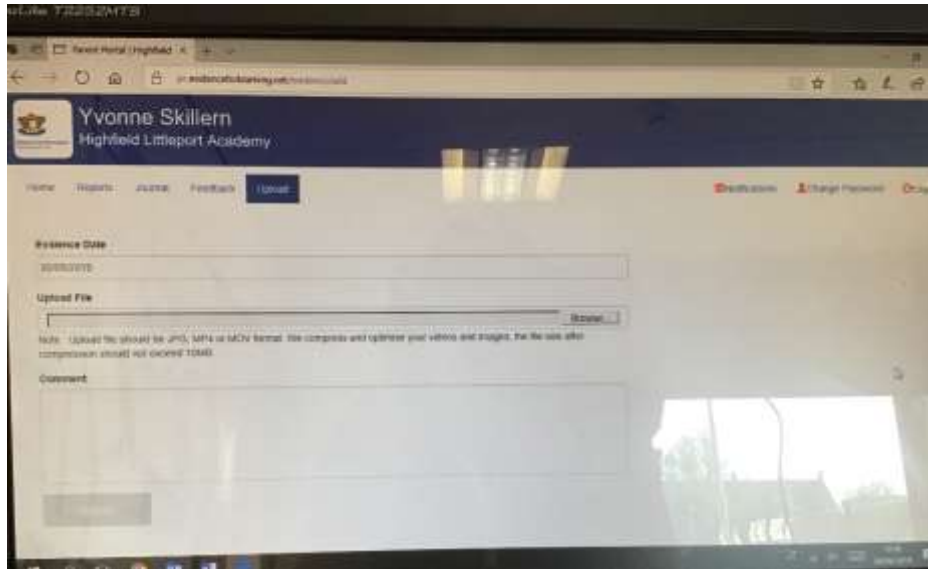


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6. Uploading evidence from home tab:



Make sure as well as adding evidence you put a description of what your child was doing so that we can see the great things they have been learning and getting up to. You will know that this has been successful as the evidence can be viewed on your child's journal feed:



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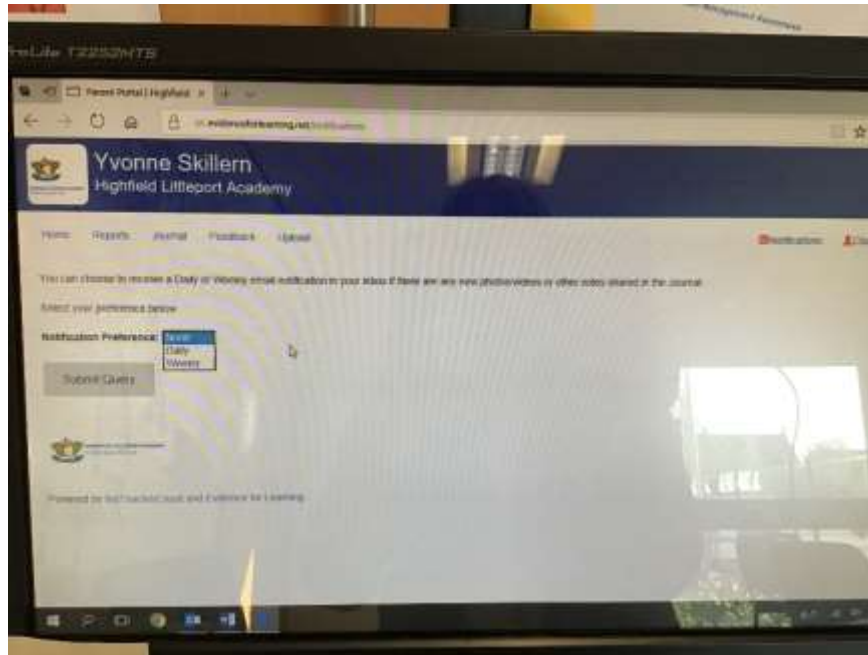


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7. By clicking on the notifications tab in the top right hand corner of the screen you can set the frequency that you would like to receive notifications:



To view and access activities for remote learning online please click the 'Activities' tab where you will find work and activities set by teachers. Teachers will have also supplied you with a timetable as in school for learning to be structured and organised.



We hope you find this guide useful. If you have any questions or would like any help setting it up please do not hesitate to contact us here at school.

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