

# The Sir John Colfox Academy



**Inspiring Learning, Achieving Excellence**

Headteacher: Mr Adam Shelley MEd, BSc Hons, PGCE, NPQH

April 2020

Dear Parents

## **RE: Student Work After Easter**

We hope that this letter finds you well and that all students have been able to access the work that is being set for them on Microsoft Teams. We would like to pass on how impressed our teachers have been with the way students have been working independently. It is apparent now that the school closures will extend significantly beyond the Easter holidays, so we have put together some guidance below to help families support students with their learning. **We have taken the decision that teachers will cover new curriculum content with their classes, so it is essential that students engage with the work that is being set by their teachers.** Please see below for guidance about how best to support your children with their learning during the period of closure:

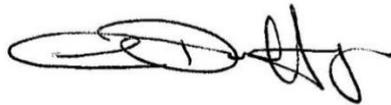
1. It would be very helpful each day for parents to discuss with their children what learning activities they are planning to complete. This will provide structure for the students and support them with the tasks that are being set by teachers. Students should email their teachers or use the 'chat' facility on Teams if they need help with a task or if they do not understand how to begin a task. Teachers will contact parents if students are not completing tasks, to see if support is needed.
2. All work is being set by teachers for students on Microsoft Teams. Students have been shown how to log into this programme - it is accessed through office365 and the students' normal school email login. Office365 can be accessed via the school website: <https://www.colfox.org/work-during-school-closure/>
3. A wide range of tasks are also available to students via the website. The knowledge organisers and homework tasks are being updated regularly for students <https://www.colfox.org/homework-by-subject/>.
4. Your son or daughter will know from their timetable how many hours they are taught per week in each subject. This information can be accessed via the school website in the 'curriculum' section (<https://www.colfox.org/the-curriculum/>). Teachers have been advised to set tasks in line with these curriculum hours, but not every task will take one hour to complete. Some of the tasks students are set will be open-ended, involving research or independent work. Others will require students to complete worksheets or quizzes. This is to make sure students get a variety of work to complete.
5. We do not expect students to sit and work for five hours per day. We advise students to take regular rest breaks. If students are struggling with the amount of work they are being set, they should contact their subject teachers.

6. Students should be set work across all of their subjects. If students cannot see the work that they are being set in their subjects in 'Teams' then please contact the teacher on Microsoft Teams or via email in the first instance.
7. Feedback on students' work will be provided via Microsoft Teams or email.
8. Finally, although we are all working differently at the moment, students should see the next two weeks as their Easter holidays. It is important that time is taken out from daily home-learning to relax and spend time as a family. Teachers will continue set work and respond to student queries as usual after the holiday period – they do not expect students to be working daily. Please note that the school office is closed during Easter and that teachers may not respond to emails until after Monday April 20 2020, the beginning of the summer term.

Yours sincerely



Tom Neill  
Deputy Headteacher KS4



Carol Duffy  
Deputy Headteacher KS3