



Kingsthorpe
College

Our Ref: JHG
25 March 2020

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Headteacher : Jennie Giovanelli

Dear Parent / Carer

Communication During School Closure

Please see details below of how we intend to keep in touch with you and your son or daughter whilst the school is closed.

How will we ensure our students are safe and well during the school closure?

- Your son or daughter will be contacted by a member of our pastoral support staff team at least once a week.
- The purpose of this call is to check in with you and/or your son or daughter, and make sure we have at least some form of contact beyond virtual communication. This member of staff will also ask students how they are getting on with their home learning, and if there are any issues.

How will we ensure our students continue to progress during this period of home learning?

- Your son or daughter will receive a weekly email from each of their class teachers.
- The purpose of this email is to signpost what work students should be undertaking for the week, and which resources are relevant to this.
- There is no requirement for your son or daughter to reply to this email as it is for information sharing only.

Years 7-9

- There is no requirement for students to submit work to teachers in Years 7-9.
- Staff will be monitoring students' progress on CenturyTech to provide feedback.

Years 10 and 12

- In Years 10 and 12, students will access all work from the SharePoint Home Learning folder for each subject. Students have been given a guide which shows them how to find and view this work.
- We are not asking students to send work back to us via email. Instead, we will use Microsoft Teams. Details of this will follow in a separate communication.
- Vocational based subjects will be requiring students in Years 10 and 12 to continue with their coursework as they would be doing if we were in school. Deadlines for submission of assignments will continue to be set, and students' work will be assessed with regular feedback given.

Years 11 and 13

- Whilst we await further guidance from Ofqual and the DfE, all NEAs and coursework for Years 11 and 13 should continue.
- Following the trial exam results, our intention is to work with Year 11 students to identify which subjects they are intending to study in Year 12 (whether this be with us or elsewhere).
- We will then be providing students with transition work and activities to ensure that they do not develop large gaps in their knowledge and understanding during the school closure.
- We will also be providing enrichment courses for Year 11s to study to help develop their critical thinking and study skills.

What happens if my son / daughter runs out of work to complete?

- This should never be the case as all students have access to CenturyTech which has many, many thousands of hours of learning on it.
- In addition, we have provided a comprehensive list of additional resources and activities which your son or daughter can undertake. This list can be found on the website.

Who should I or my son / daughter contact if they require help?

- A new email account has been set up for you to use if there are any problems accessing home learning materials.
- Please direct queries to the following email address: homelearning@kingsthorpecollege.org.uk

How can your son or daughter get subject specific help?

- We have put together a home contact timetable – see last page.
- The purpose of this timetable is to give you an idea of how students might wish to structure their time and give an indication of the amount of time students should allocate to each subject area.
- Subject staff will be available during the times indicated on this timetable to answer any queries or questions your son or daughter may have in relation to that subject.
- To access help, students should email the subject specific email – these addresses can be found on the homepage of our website.
- Staff will be available beyond these time slots, but I am sure you can appreciate that I also have a duty to ensure staff can manage their workload and time appropriately.

What time will KC staff communicate with my son or daughter?

- Where possible, communication will take place during the normal hours of the school day.
- To help manage the workload of staff and provide flexibility for them to continue to support your son or daughter whilst they themselves may be caring for dependents, I have asked that all communication takes place between 8am and 8pm.

How should my son or daughter contact staff at KC?

- Please remind your son or daughter that they should only send emails to staff using their KC email address.
- No communication should be sent from their personal email accounts.

What about work over the Easter holidays?

- All our staff and students will need a rest / break over the Easter holidays.
- Therefore, there will be no expectation of communication from staff or students during this time.
- However, there will be some staff onsite and available to answer any urgent queries or emails. Please use the contact methods detailed above.

How will I be kept informed?

- All parents should regularly check the school website, MyEd app, twitter and facebook page for updates.
- A weekly newsletter will also be published giving you details of any updates or further information. I would also like to use this newsletter as an opportunity to celebrate and share some of the fantastic work that our students are undertaking during this time at home, as well as recognise the online achievements of our students.

As I said yesterday, I fully appreciate how demanding it is to be responsible for the home learning of your son or daughter. We will do whatever we can to make it as easy as possible.

Please keep sending any messages of thanks or support – we really do appreciate them.

Very best wishes



Mrs Giovanelli

Home Contact Timetable

	Monday		Tuesday	Wednesday	Thursday		Friday	
Morning 9am-12pm	English		Maths	Science	Humanities (Ethics, History and Geography)	MFL (French, German and Spanish)	PE	Visual Arts (Art, 3D Design, Textiles, Photography, Food)
	English Home Learning		Maths Home Learning	Science Home Learning	Humanities Home Learning	MFL Home Learning	PE Home Learning	VA Home Learning
Afternoon 12pm-3pm	Business/IT/ Finance/ Computer Science	Vocational (CDM, Health and Social Care, Public Services, Travel & Tourism)	English	Maths	Science	Social Sciences (Psychology and Sociology)	Performing Arts (Dance, Drama and Music)	
	IT/Business Home Learning	Vocational Home Learning	English Home Learning	Maths Home Learning	Science Home Learning	Social Sciences Home Learning	PA Home Learning	