

Ark Putney Academy
Pullman Gardens
London
SW15 3DG



Principal: Ms Alison Downey

Preparing every student to be a pillar of any community

5th January, 2021

Dear parent/carer,

As you will be aware we have now entered a second national lockdown situation and APA will now move to remote learning for all students at **8.30 on Thursday 8th January**. It is our intention to run the timetable as normal with students accessing their timetable in real time. **For this period of time we will move away from a staggered start and finish so that all students register with their tutor at 8.30 and proceed to lesson one at 8.50.** The expectation is that all students attend school each day virtually. Attendance, punctuality, effort, participation and the handing in of work are all essential elements of successful attendance. Parents need to ensure that their children are ready to learn as if they were sending them into the building for a normal school day, getting them up at the normal time and ensuring that they have had a healthy breakfast.

In these difficult times please reassure your child that these things remain constant:

- Hard work pays off - their efforts will still be rewarded.
- They will still receive high quality teaching online. We have been working hard to get ready for this moment.
- This will not last forever – we hope to be back in school by the spring and we want students to be ready for this and not feel left behind

APA will be running a community classroom for vulnerable /keyworker students. We are currently finalising class lists for this based on your responses to our emails and phone calls yesterday. Any student who is accessing community classrooms must bring a packed lunch and wear full school uniform. Students will be allocated a computer terminal and work through their remote learning as if they are at home. Teaching assistants and support staff will be supporting these students. All students need to bring in a set of headphones with a microphone to engage in the learning.

On the issue of Free School Meals – this will revert to a voucher system as per last year. These will be issued on a bi-weekly basis to households.

With regards to access to resources and digital devices you will be aware that we conducted a detailed survey of internet and device access during October and November. In the first instance we are using this combined with our pupil premium/free school meals data to allocate chrome books. If you are on the initial list you will have been contacted to sign a contract and collect a device. If you are having issues with internet connection or device access please let us know by contacting l.stone@arkputneyacademy.org for KS3/4 and m.neuberger@arkputneyacademy.org for KS5. We cannot promise to be able to solve issues but we will do our very best to assist you.

Accessing digital learning – Protocols, expectations and where to find information to support your child

Since September, we have regularly trained APA students on how to access work and online lessons on Microsoft Teams so this new way of learning should not be new to them. Equally, the teaching staff at APA have developed

their skills in online teaching considerably since last year and we look forward to students benefiting from a rigorous and engaging learning experience whilst at home.

Here are the basic instructions for what is expected of students for each online lesson:

1. Use their APA Office 365 account to access Teams online and find each lesson in the calendar tab on Teams.
2. Click 'Join' then enable all appropriate settings (video on, microphone off, blurred background) before clicking 'Join now'.
3. Complete all work as instructed on an online document (usually Word), or using pen and paper.
4. Contribute to the lesson as appropriate using the chat function, the 'raise your hand' function or the microphone (only when asked!).
5. When told to, use the 'assignments' tab on Teams to hand in the work they have completed.

Attached is a 'how to guide' that explains step-by-step how to do all of this, with images, on both a computer/laptop or a mobile phone. Video guides are also available at the bottom of these pages on our website:

<https://arkputney.org/digital-strategy>

<https://arkputney.org/curriculum/homework>

Pastoral care, attendance and monitoring of engagement

It is vital that students are accessing their full timetable of lessons and tutor time each day so that they stay connected to their teachers and are able to effectively learn during this half term. Tutors will see their groups every morning to support with any issues and make sure students are set up for the day. Teachers will monitor attendance to each lesson and record the engagement level of students both in the lesson, and in their independent work submitted on MS Teams. If students have any issues they should email their Tutor and Head of Year in the first instance so we can put in the necessary support. We will be contacting students and families to check in and provide ongoing support throughout the next half term. If there are any issues with your child not attending online learning, or not submitting the appropriate level of independent work then we will require them to attend Community Classroom School so that we can ensure that their learning does not suffer during this time.

Finally, this is a difficult time for all of us. It is really important that we abide by the rules and laws that have been put in place so that we can stay safe and get back to school as soon as possible. This means that students should not be allowed to leave their homes unless accompanied by you for a specific reason. Under no circumstances should they meet with friends or visit each other's houses.

I wish you all well and hope that you and your families remain safe

Best wishes



Ms Downey

Principal