



13<sup>th</sup> January 2021

Dear parents / carers

I hope you are all keeping well during this difficult time. I have outlined information below that we anticipate will remain in effect throughout the National Lockdown.

### **Welfare Checks**

Our staff will be contacting the parents / carers of our more vulnerable pupils three times a week, most likely on Mondays, Wednesday and Fridays. Vulnerable pupils are:

- Children Looked After (CLA)
- Pupils with an Education, Health and Care Plan (EHCP)
- Pupils with a Child Protection (CP) plan
- Children in Need (CIN)
- Children at risk of Sexual Exploitation (CSE)
- Children at risk of Criminal Exploitation (CCE)

All other families will be contacted at least once a week, typically on Mondays. Please try to respond and keep in touch with school during this difficult situation. As part of our commitment to safeguarding our pupils, if parents / carers do not maintain contact, it may become necessary to send out staff to do home visits.

### **Remote Learning**

By now you should have received your Remote Learning packs, you will also have received a message directing you to our new website – this is where you will find detailed instructions of the work that each pupil needs to complete every week.

Every Friday we will send new links to the website which will detail the work to be completed the following week. In addition, we have created a new page on our website to promote pupils engaging in wider cultural experiences during lockdown, these include virtual tours of museums, galleries and zoos, plus a couple of musicals to watch. The links to these experiences can be found at:

- <https://twapa.co.uk/cultural-experiences/>

### **Remote Learning Checks**

In addition to our regular Welfare Checks, our teaching staff will be contacting you twice a week to monitor the remote learning being accessed by pupils. This will be recorded on each individual child's monitoring record. This is an opportunity for you to update us on how your child is accessing their remote learning; if there are any issues, or you or your child requires further support our teachers will liaise with colleagues to ensure this is provided.

We have also set up a new email address to assist with any queries you may have, this will be regularly monitored by our Associate Senior Leadership Team – Mr Clark and Mr Sheard.

The email address is: [remote-learning@twapa.co.uk](mailto:remote-learning@twapa.co.uk)

Later this week we will also send details of how we intend to collect pupils' work which we will mark and provide feedback on. We envisage this will be completed on a fortnightly basis with books being collected on a Friday afternoon and returned on a Monday once they have been marked.

All collected books will be stored in a room and fogged following receipt and prior to being returned to you. This is to minimise the risk of Covid transmission between home and school.

## ICT

All parents / carers should now have received a text message from the Academy which includes a link to a survey about your access to ICT and online learning. Results of this survey will be collated by the Trust and we will then contact you with the next steps, to potentially help us identify which families need assistance improving their ICT access.

For those parents / carers who wish to send their children's work to us electronically, there are two simple methods of doing this for Apple or Android devices.

### For Apple devices:

- Open Notes and select a note or create a new one.
- Tap the Camera button , then tap Scan Documents 
- Place your document in view of the camera.
- If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
- Tap Save or add additional scans to the document.

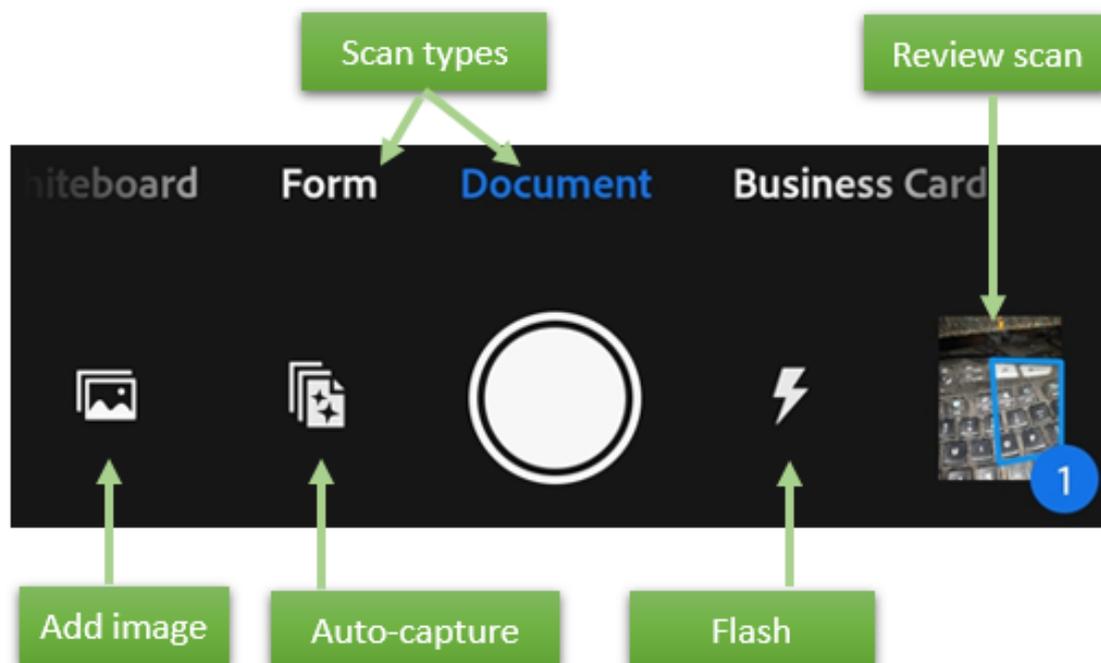
### For Android devices:

A free app which can be downloaded is Adobe Scan, below are brief details on how to use the app, further support can be found at:

<https://www.adobe.com/devnet-docs/adobescan/android/en/scan.html#>

- **Scanning: Quick Steps**

If auto-capture is enabled, simply open the app, wait for the capture, and tap on the thumbnail to view and / or edit your scan.



- **Scanning from the capture window**

To scan a document:

- *Optional:* Optional steps include setting the flash, selecting the document type, and so on.
- Invoke a scan. The app has two capture modes:
  -  By default, auto-capture is enabled, and on startup the app displays the capture screen and tries to detect a document.
  -  If auto-capture is disabled, centre a document in window and tap the capture button.
- Follow the on screen hints. The app uses auto crop and image cleaning to improve scan quality. Messages appear on the screen as follows:
  - Looking for document: *The app is looking for the document and trying to detect its boundaries.*
  - Capturing... hold steady: *Edge detection can see the entire document.*
  - No document found. Capture manually: *The app cannot detect the document edges.*
- Edit your scan as described below.
- Tap 'Save PDF' to automatically convert your scan to a PDF and save to Adobe Document Cloud.

Once you have scanned the work you wish to send to us, please use the email address in the Remote Learning Checks section of this letter.

### Free School Meals

By now you should have collected / received your £25 Asda vouchers, these cover the first two weeks of this term – the weeks beginning Monday 4<sup>th</sup> and 11<sup>th</sup> of January. We are still waiting for guidance from the Department for Education regarding the national approach to meals. As a small school without catering facilities we intend to continue providing vouchers for the rest of the half term. If the government reinstate the national scheme we will contact all those eligible to check what their supermarket preferences are.

## Weekly Wellbeing Zoom Meetings

We are also in process of arranging weekly Zoom meetings for each Key Stage / Year Group; the focus will be on mental health and well-being; we anticipate that there will be four meetings per week, one each for pupils in KS2, KS3, Year 10 and Year 11. In each Zoom meeting there will be a teacher and a support worker – they will be more than happy to talk to pupils about any issues that may be affecting them. Mrs Adams will send out more information in the next few days.

Can I just thank you all for your continued support during this challenging time. We understand the difficulties you may be experiencing with your child's education and we have staff available in school each day that you can contact to address any concerns you may have.

Take care and stay safe.



Phillip Hannah

Headteacher

...where hearts and minds connect