



20/03/2020

Dear Parent/Carer,

School Closure from Monday 23rd March

As you will be aware, the Government announced that all schools should close from Monday 23rd March until further notice. This decision was made as one of a number of measures to reduce the spread of the virus.

At Ark Greenwich Free School, our response to this unprecedented situation has been to:

1. Keep children safe;
2. Continue to provide a high-quality education; and to
3. Play our part in supporting the local community

We will continue this approach. This letter aims to provide you with all the information you will need to support your child during the closure period, so please store it carefully and use it as your point of reference moving forward.

The Government has not yet given an indication as to when schools will reopen, and we will continue to respond to Government guidance as it is released. For more information on Coronavirus and the Government's response, please visit:

How to protect yourself: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

UK Government response: <https://www.gov.uk/coronavirus>

Further information on the school's response will be available via email, text message, and the school website <https://arkgreenwichfreeschool.org/news/coronavirus-update>. The school website will continue to be updated daily Monday-Friday.

A closure does not mean that education will stop or that the school will step away from providing pastoral care and support to our students and their families. Indeed, this is needed now more than ever. As much as possible, we will seek to simulate the high quality provision students receive at school, but it is important to acknowledge that nothing replicates the experience of being in a classroom with an expert teacher. We will be relying heavily on the good character, independence and resilience of our children to keep up with their studies - qualities we know they possess.

The below arrangements will be in effect until Friday 3rd April. A review of learning arrangements will take place before the end of term and further guidance will be issued before the beginning of the summer term.

1. Students in Y7-9 who are not considered part of the 'children of key worker' group or 'vulnerable group' will be expected to work from home using the school's online platforms.
2. Students in Y10 who are not considered part of the 'children of key worker' group or 'vulnerable student group' will participate in a pilot project to access live lessons

remotely in addition to online learning. If the pilot is successful, the school may extend this provision to students in Y7-9 using a time-phased approach.

3. The school will offer a skeleton provision for students considered part of the 'children of key worker' group or 'vulnerable student group' for parents who wish to apply to access this service please click on this link: [AGFS Community Supervision Request letter](#)

The school is working hard to ensure that a good quality of education is provided during this time. Standards of behaviour and work during this time will nevertheless remain high. The school needs the support of parents to ensure that students do not fall behind during this critical period of their studies. Additional rewards and sanctions will be applied where necessary when students' return to school. We will contact you in the usual way if we have any concerns around attendance, behaviour or online learning.

Key Stage 3 Online Learning

While the school building is not open to students, we expect Key Stage 3 students to follow their normal timetable from home every day. A schedule is included in this letter. Students will continue to use the online platforms they are already familiar with to structure their work. Show My Homework will be the hub for all student-teacher file sharing and information regarding lessons and work. In computer science lessons this week, all students received additional training on how to use Show My Homework for this purpose.

For Key Stage 3, teachers will set students a task via Show My Homework to complete during the period they would normally have that subject. No tasks will be set for reading or enrichment, here students are expected to read independently and undertake appropriate activities. Students will typically be asked to complete activities based on the core knowledge for the summer term in each subject via Quizlet and online activities through Times Tables Rock stars, Maths Watch and Seneca Learning. A sample 'daily routine' for students is included in this letter to help students plan their day.

Key Stage 4 Remote Learning

At Key Stage 4, teachers will use Microsoft Teams to host remote teaching for all examination groups. Teachers will use Show My Homework to issue the link to the Team meeting for each class, along with any resources that will be used in the lesson. Students will log in to the Team meeting at the scheduled start of the lesson and the teacher will, as much as possible, continue to teach in the usual way. In addition to following lessons in this manner, students are also expected to complete further work independently, in line with the normal expectations for independent study. Students have received training on this while in school this week.

Every 5-6 lessons, students in all years will be set a task via Show My Homework that teachers will mark and offer feedback. Students will submit this work via Show My Homework.

Safeguarding and attendance

One of our core aims during the closure is to ensure that all students are safe, well and supported. This means we will be checking up on students each day just as we would if the school was open.

We will be monitoring student attendance daily. Students are expected to log onto Show My Homework by 8:50 each day. We will be following the normal attendance procedures for anyone who does not log on. We will then check throughout the day that students are completing work. We will use this process in order to register student attendance.

If students are unwell and not able to complete work, parents will need to call the school absence line in the normal way.

Each student has been allocated a member of AGFS staff who will be responsible for tracking their attendance and communicating with parents daily. They will be your first port of call for any questions, concerns or to provide the school with feedback. The staff member will contact parents at some point between 9:30am and 3:30 pm Monday-Friday. The purpose of this phone call is to check on student welfare, progress in independent work, and to offer general support. Please be aware that these phone calls will come from blocked numbers but it is important that you do answer them. It may be necessary to escalate a case if we cannot reach you daily.

Problems may arise at other times and there are lots of ways that parents and students can get in touch with the school. These are:

- The school phone number and email address, which will be monitored throughout the closure period. You can call the school on 0208 319 3692, or email info@arkgreenwich.org. If you would like to speak to a specific member of staff, the reception team will forward your communication.
- Students are trained to use the Sharp System if they have a safeguarding concern. <https://gfs.thesharpsystem.com/>
- Childline can be contacted on 08001111 or via <https://www.childline.org.uk/>
- In an emergency you should always call 999.

Free School Meals

We are in the process of purchasing Tesco e-gift cards for those children who are eligible and registered on the school system for Free School Meals (FSM). The e-gift cards will be sent via email from Tesco directly to parents. The initial cards will have a value of £40 - this is to cover the first 2-weeks starting Monday 23rd March until the start of the Easter break. E-cards cannot be used to purchase alcohol, tobacco, petrol, electrical items or lottery tickets. The cards must be spent in store and cannot be refunded or exchanged for cash or credit.

If you think your child may be eligible for FSM and you are not currently claiming, please click on this link: insert link here: <https://www.cloudforedu.org.uk/ofsm/arkschools>

We appreciate that this is naturally a worrying time for everyone in our community and the school is committed to playing its part in supporting children and their families. If you have any questions or concerns about these arrangements, please email or telephone the school.

Yours faithfully

A handwritten signature in purple ink, appearing to read 'Rhys Spiers'.

Rhys Spiers
Headteacher

Suggested Student Timetable

Time	Activity
0820	Log into SMHW and plan all the lessons for the day. If you have core PE today, that will be 1 hour of lesson time that you can plan to go for a walk, get some fresh air, be active and away from your desk
0830	Make sure you have all your exercise books for that day's lesson
0845	Find the link for P1 and click this to access the lesson/ resources You may need to use your <u>school email and password</u> details to log in to MS teams
0850	Period 1 Lesson or tasks
0945	Log back into SMHW and find the link for P2 resources and click the link to enter the lesson
0950	Period 2 lesson tasks
1045	Take a break from the screen, go to the toilet, have a snack
1100	Log back into SMHW and find the link for Period 3 tasks
1105	Period 3 lesson tasks
1200	Log back into SMHW and find the link for Period 4 tasks
1205	Period 4 lesson tasks
1300	Have lunch, take a break from the screen, take a walk, go to the toilet
1340	Log back into SMHW and find the link for period 5 and click this to enter the lesson
1350	Period 5 lesson tasks
1445	Log back into SMHW and find the link for period 6 tasks and click this to enter the lesson (Monday to Wednesday only)
1450	Period 6 lesson tasks (Monday to Wednesday only)
1600	Complete any independent learning that you have been set.

Student Platforms

1. Accessing ShowMyHomework

1. Click 'Sign in with Office 365'.

Login [Forgot password?](#)

Staff Parent Student

Greenwich Free School

Enter email address or username

Enter password!

Log in

Or log in with:

Sign in with Office 365

Sign in with Google

Sign in with RM Unify

Need help logging in?

Logging in as a staff member

Enter your school email address and password to access your account.

Forgot password?
Reset your password using your school email address.

Email not recognized?
Ensure there are no typos or try a different email address. If you are still unable to reset your password, contact your school administrator who will be able to update your contact details.

SHOW MY HOMEWORK

2. Enter your school email address. Click **Next**
3. Enter your password (the password you use to log onto the school computer)
4. Click **Sign in**

<https://tinyurl.com/vpkxz4s>



2.

Accessing MS Teams (sign-up not required)

Join using ShowMyHomework:

In your ShowMyHomework invite, select Join Microsoft Teams Meeting.

You have two choices:

- 1. Download the Windows app: Download the Teams app.*
- 2. Join on the web instead: Join a Teams meeting on the web.*

Select to join via web, type in your name and select Join now.

Switch off audio and video.

Depending on meeting settings, you'll go to a lobby where teachers can admit you.

Follow the video tutorial below on how to access MS Teams:

<https://tinyurl.com/sts32jh>



3.

Accessing School Email address

Open the webpage: <https://outlook.office.com/mail/inbox>

Type in your email address - this will be provided to you by your teacher.

Enter password (the same password you use to log onto the school computer).

Click 'Login'.

4.

Accessing Quizlet (sign-up not required)

Option 1 - Complete using the provided URL:

Open the ShowMyHomework announcement that contains a link to the flashcards

Option 2 - Join the Quizlet class