



Hertswood Academy

Aim High • Achieve Excellence

Cowley Hill, Borehamwood, Hertfordshire, WD6 5LG

T 020 8238 7200 | E admin@hertswoodacademy.org

www.hertswoodacademy.org | [f/hertswoodacademy](https://www.facebook.com/hertswoodacademy) | [/hertswooduk](https://www.instagram.com/hertswooduk)

Headteacher Peter Gillett BSc (Hons), PGCE, NPQH, MBA

20th March 2020

Dear Parent/Carer,

Thank you once again for your patience and understanding in these complicated times.

With this letter we are sending **extremely important information about how your child will continue their learning whilst at home**. Please read all the information carefully, with your child, over the weekend so that they are fully prepared to start work promptly on Monday morning.

Following the news that external examinations will not be taking place in May and June, we have been supporting our Year 11 and Year 13 students and have had assemblies today to reassure them during these unprecedented circumstances. The Government statement has now been updated to:

"Ofqual will develop and set out a process that will provide a calculated grade to each student which reflects their performance as fairly as possible, and will work with the exam boards to ensure this is consistently applied for all students. The exam boards will be asking teachers, who know their students well, to submit their judgement about the grade that they believe the student would have received if exams had gone ahead. To produce this, teachers will take into account a range of evidence and data including performance on mock exams and non-exam assessment – clear guidance on how to do this fairly and robustly will be provided to schools and colleges. The exam boards will then combine this information with other relevant data, including prior attainment, and use this information to produce a calculated grade for each student, which will be a best assessment of the work they have put in.

University representatives have confirmed that they expect universities to be flexible and do all they can to support students and ensure they can progress to higher education. The Government's priority is now to ensure affected students can move on as planned to the next stage of their lives, including going into employment, starting university, college or sixth form courses, or an apprenticeship in the autumn."

For more details access www.gov.uk/government/news/further-details-on-exams-and-grades-announced

We will keep you updated as soon as further information is available and are looking forward to hearing positive news in this regard. We are also currently trying to rearrange the Prom and Leavers Assemblies to enable students to celebrate their time with us. Students will still receive their Yearbooks.

(continued overleaf)



The Government has said that families in categories (i) and (ii) should only send their child to school if there is no safe alternative. In line with the Government's guidance we will be aiming to provide education on site as soon as possible for (i) Children of Key Workers and (ii) Children who currently have EHCP plans or are defined as vulnerable and currently receive support from Social Care. As set out in the previous letter, we are in the process of gathering information and are now contacting the families concerned. Expectations for students, who are in the categories above, when attending school remain the same. **Students should attend in full school uniform and the normal academy rules apply, including no mobile phones.** Students are also required to bring a packed lunch.

The government has advised that a new national scheme for providing supermarket vouchers to those eligible for Free School Meals will be launched in the very near future and we will keep you updated as soon as we receive more information. In the meantime, we have been in contact with Tesco Head Office to purchase sufficient gift cards that can be used in Tesco for food purchases. We are waiting for Tesco to respond to our request and as soon as these vouchers are received we will contact all eligible parents to arrange for collection. If you are self-isolating, please let us know and we can arrange an alternative method of getting these to you.

Over the next few months we are looking forward to maintaining and enhancing the strong partnership between students, staff and parents/carers. Please do not hesitate to contact us with any questions, queries or concerns.

Yours faithfully

Peter Gillett

Headteacher

Hertswood Academy Distance Learning Action Plan

Pastoral Support:

- Each year group has a year group Google Classroom set up by their Head of Learning.
- Each student should log onto their year group Google Classroom each morning to register and check for notices and updates. Students are required to log on as part of a daily routine.
- A weekly recommended timetable will be sent out via Google Classroom. This will include links to work that students can complete independently.
- A weekly newsletter will be sent to all students via their year group Google Classroom with any important notices and information.
- Student assemblies will be sent via Google Classroom as a presentation once a week.
- There will be daily activities for students to complete in place of registration:
 - Monday - Newsletter
 - Tuesday - Assembly
 - Wednesday - PSHE
 - Thursday - Literacy
 - Friday - Current Affairs

- Students will be rewarded with House Points based on the amount of independent work completed each week.
- Students should ensure they abide by the ICT Policy and follow email etiquette when contacting staff. Failure to adhere to this will lead to access to online study facilities being suspended and paper resources sent in their place.
- There is online support for child protection / safeguarding issues. There is a list of support available on the school website at www.hertswoodacademy.org/support.

Curriculum Support:

- Students in Years 7-10:
 - Work will be set at the start of each week using Google Classroom. A copy of this will be sent to parents by email and text at the same time, including guidance on how to help your child access Google Classroom if they are unsure.
 - A daily recommended timetable will be included to enable students to structure their working day.
- Students in Year 11 will receive information and support to prepare them for sixth form courses when we have received guidance from the Department for Education about expectations for summer exams.
- Students in Year 12 will be expected to follow their usual timetable. Teachers will be available on Google Classroom throughout the lesson to answer questions and provide feedback.
- Teachers may communicate directly with students in their classes through Google Classroom or school email to provide support or greater detail.
- Links to additional resources will be made available for students who want to extend their learning further.
- Chromebooks may be borrowed from school if students do not have access to ICT at home. Please email admin@hertswoodacademy.org if you would like to borrow equipment. This will require the student and a parent/carer to sign a form acknowledging they are taking responsibility for the device while in their possession.
- Paper copies of work will also be available for collection if you have no internet connection at home. Please email admin@hertswoodacademy.org if you would like support with this.
- Parents will receive a weekly report on student progress and effort via Go4schools.
- ICT Support: Students and parents can find detailed instructions on how to access the various online platforms at hub.hertswoodacademy.org/login. Please check this page before contacting the academy.
 - If students have any ICT issues, they can contact it@hertswoodacademy.org from their school Gmail account.
 - If parents have any ICT issues, they can contact parents@hertswoodacademy.org. Please make sure you include your child's name and year group.
- Staff will reply to student and parent emails within 48 hours on working days between 9am and 5pm.
- School will be closed at Easter for the holiday as usual - we will advise about provision for children of key workers in due course.

Advice to students:

- Get up at the usual time.
- Get dressed so you are ready to work.
- Follow the daily timetable including PE.
- Find a good place to work where you will have enough space and will not be distracted.