**23 April 2020**

**To all of Year 7**

I hope you are all well and staying safe. We are now entering our third school week (and fifth week overall) of social isolation. I don't know about you but to me it feels more like three to five months since we were last at school!

I wanted to send a message to all of you to check in with you and let you know how we are planning to deliver your lessons while we remain locked down.

By now you should have completed much of the work you were set in the work packs when we sent you home in March. **The plan going forward is to start setting you work on a weekly basis with weekly deadlines**. We are aware that not everyone has access to a computer all the time, so there won't be an expectation that you are online at exactly the same time your lesson would normally be on.

**Instead your teachers will post work on your class Team via Assignments on Teams (via Office 365) by 10 a.m. every Monday morning. You will typically have until Friday at
3:30 p.m. to complete the work and submit it via Teams.**Your teachers may ask you to upload a piece of work you have completed (such as an essay or a presentation) or they may ask you to take a photo of your work and upload it that way. It will be different for different subjects please check every Monday morning to make sure you know what you are being asked to do.

As I mentioned previously **it is very important to try to maintain a routine while we are all locked down.** It is far too easy for days to all feel the same and for you to become unproductive and disaffected by this situation. I would highly recommend getting up each morning as you would have done at the beginning of last term and **plan your day and your week to ensure you keep your motivation levels up and remain productive.**

It might prove to be too difficult to follow your normal timetable each day, so **I would recommend that every Monday you make a list of all the work that needs to be completed that week and aim to do two or three tasks each day.**That way you can spread your work out across the week and give yourself a bit more variety.

I would also suggest that you try to **keep your work organised by completing it in your school exercise books (if you can) and by adding titles and dates** to each piece so you can keep track of all your work. If are doing a lot of your work on paper it would be a good idea to **get a folder with dividers and file the work in the folder,** so you can find it later when things return to normal.

It is really important that you keep trying to do your schoolwork during lockdown as it's vital that you keep your brain active by learning new ideas and information. **The busier you are the quicker the time will fly by each day.**We don't know when school will reopen and we will get back to normal, so it is essential that you try to continue your education as if this pandemic had never happened.

Don't worry if you aren't able to complete the work exactly as you would have done in school. Your teachers understand these circumstances are different for everyone and they will take that into consideration when setting or assessing work. We just ask you to do your best and let us know if you are having any problems.

**In the near future your form tutors will be getting in touch with you to check in on you and ensure you are okay.**We are currently developing some resources for you to do as a form group (such as challenges, quizzes, puzzles etc.) so look out for that in your form group Team.

Once again if you have any questions, you need some advice, or you just need to talk, then please get in touch with the school and one of us will get back to you as soon as we can. **We are still here for you.** We always have our safeguarding team available, so **if you have any concerns at all you can contact your form tutor, myself or another member of staff via the school.**We will also continue to contact some of you to ensure you are safe and are in good spirits.

Please try to look after one another. As I'm sure you realise now being at school meant most of you were able to see your friends on a daily basis. But now you aren't able to do that it is even more important that you take time to look after your friends and your family.

Finally, I just wanted to speak about the current situation from a broader historical perspective. This situation is completely unprecedented. It has never happened before in the history of the UK and it will probably never happen again. **You are living through history.**Believe it or not the majority of you will look back on this period of time in a year, two years, ten years even fifty years’ time with fond memories. It may not feel like it now, but you currently have an amazing opportunity to work on developing new skills, abilities and knowledge that you will almost certainly never have again.

**So please try to really use the time you have productively.**Don't just spend hours watching Tiger King or scrolling through hundreds of clips on TikTok. We obviously want to actively encourage you to do your schoolwork, but also try to do something else productive each day, where you can learn something new and have some fun such as: Cooking, Reading, Painting, Exercise, Music, Creative Writing, Singing, Dancing, Podcasts, Sport etc.

Remember, in the future there will be countless moments when you will feel like you don't have enough time, and you will look back on this event wishing you could have some of this time back.

So be kind, work hard, have fun and stay safe.

Take care

Mr Morrow
Student Progress Leader Year 7

Associate Assistant Headteacher