15 December 2020

Dear Parent/Carer,

While the school is following a remote learning timetable for Key Stage 4, we will be using our “traditional” lesson times with a 45-minute lunch to enable an earlier finish. Your child was sent details of this yesterday but in case they need further clarity, please see timings below.

Students should join the class team at the start of the lesson time following their timetable (Week B) and remain present throughout the lesson. The teacher will either start a meeting in the class team which students must join. In the event that they cannot find a meeting in the team please check “posts” for instructions. A number of staff are unwell and so they will be posting work but will be unable to ‘live’ teach.

Students should turn off their camera and mute their microphone (they may unmute if they are asked a question by the teacher). For any questions that your child may have or difficulties with hearing/ following the lesson, please write in the Teams Meeting “chat”.

Lessons will be live all day Wednesday and up to the end of period 3 on Thursday (12:30pm).

Year 10/11 students:

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| Registration | 8:45-9:10am |
| Period 1 | 9:10-10:10am |
| Period 2 | 10:10-11:10am |
| Break | 11:10-11:30am |
| Period 3 | 11:30-12:30am |
| Lunch | 12:30-1:15pm |
| Period 4 | 1:15-2:15pm |
| Period 5 | 2:15-3:15pm |

If you take a Covid Test and have a positive result, you should continue to inform the school by e-mailing info@wsfg.waltham.sch.uk up to **the 21st December** so that we can continue to trace any of your close contacts from school. Please also e-mail the school if you have a positive test or are self-isolating when we return to school on 4th January.

Wishing you and your family a restful break.

Kind regards

**Ms Kennedy**

**Deputy Headteacher**