



Dear Parents/Carers

As part of our drive to ensure students in all years are making progress during this period of time away from school, we believe that we need to set out clear expectations of work so that they are better able to plan their day and remain focussed upon their studies.

We have listened to your concerns carefully and we fully believe that we have a solution that will help you and our children to access work more easily and be able to use their mobile devices as well as PCs to do this.

This new system and process is currently being set up and will be ready to go on the morning of 1<sup>st</sup> June.

From 1<sup>st</sup> June, students should follow the following timetable:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Subject 1	English	DT	Maths	Computing	Science
Subject 2	Expressive Arts	History	RE	Geography	MFL

Each session will last around 30-45 minutes, be accessed through Teams and will include reading, videos and key questions. Where requested, students will still be able to work through paper packets. Students will be given links in each session to take their learning further and will also be expected to complete a longer question in each subject at least once a fortnight. The data gathered from these sessions will then be used to plan teaching for all students once we are back into school properly.

The idea here is to give a clear start to students and a structure for them to follow, this should not be the maximum they do **BUT** it will be an effective minimum. Please see the reminder about accessing Teams below.

On the school website if you scroll down to 'Remote Working Guidance' there are some helpful video clips to explain exactly how to do this. Students need their school email address and password. All email addresses follow the pattern below:

If a student is called Fred Bloggs and they joined the school in 2018 their email address will be: [4169fbrl18@kirkhallamacademy.co.uk](mailto:4169fbrl18@kirkhallamacademy.co.uk)

If a student is called Susan Smith and they joined the school in 2017 their email address will be: [4169susm17@kirkhallamacademy.co.uk](mailto:4169susm17@kirkhallamacademy.co.uk)

If there are any issues in accessing this work please either email [contact@kirkhallamacademy.co.uk](mailto:contact@kirkhallamacademy.co.uk) stating the name of the student, what the specific problem is (eg: password has been forgotten) and a contact email address. Someone should respond and hopefully help you sort things out! You can also call the school between 9am and 3pm Monday to Friday and a message can be passed on to someone who should be able to help you.

Further detail and updates will follow shortly.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D. Belshaw', written in a cursive style.

Damian Belshaw  
Head of School