



19 March 2020

Dear Parents/Carers

COVID-19 Update: Procedures for Setting Work

We are keen for learning to continue for all of our students even when the school is closed or partially open.

We have put in place an online learning procedure and this has been explained to students during registration over the last week. We want to support your child's learning, as much as we are able, to allow them to continue to progress and be in a good position when we return to school.

Expectation for work being set by teachers

1. Teachers are preparing work to be set, for students to complete at home.
2. The work set will reflect your child's school timetable with 30mins of work to be set for each lesson of the day.
3. The work will be set via 'Show My Homework' and will be on the system by 9am in the morning Monday to Friday.
4. Other online resources such as Hegarty Maths, Sam Learning and GCSE pod will be used to support your child's learning.

What students are expected to do

1. Logon to Show My Homework (SMHW) daily and complete tasks set by the teacher.
2. Submit work via SMHW. This could be a photo of work or an electronic documents attached via SMHW.
3. Email any questions about the work directly to the teacher or use the comment function on SMHW.

Communication between Students and Teachers

1. Any communication between teachers and students should take place via school email or via Show My homework.
2. Teachers will monitor their email during normal school hours (8.40 and 3.05pm) and will look to respond to any questions within 24 hours.

A certain amount of flexibility in the procedures above is to be expected as staff, students and parents endeavour to do their best, in what are difficult circumstances.

If your child has any difficulties with any of the systems outlined above please inform Mr Dominic Salmon, Deputy Headteacher via email (dominicsalmon@archwayschool.net). If online systems are not available, we can arrange for resources to be collected from school to help support your child's learning.

Yours faithfully

Dominic Salmon
Deputy Headteacher