

6<sup>th</sup> May 2020

Dear Parent and carers,

## Frequently Asked Questions

We have prepared a list of Frequently Asked Questions for your reference whilst the school is closed.

### 1. When will the school reopen?

The government will make the decision as to when schools can reopen. We would like to the school to reopen as soon as possible, however everyone's safety is our priority and we are governed by the Department for Education's guidance.

### 2. Will my child's GCSE/A-level exams take place?

The government has stated that exams will not take place this year and grades will be awarded by teachers. However there may be a possibility to 're-sit' next academic year if students wish to improve their grade.

### 3. How are my child's GCSE/A-level grades being assessed?

We have sent home guidance to parents, which can also be found on government websites. Your child's grades are being assessed by their teacher. They will be looking at your child's current progress, mock exam and other factors such as work done in class to give a grade that they believe your child would have got should the exams have taken place this summer?

### 4. Will the Year 11 Prom take place?

Prom has been cancelled due to the lockdown imposed by the government.

However, we would really like to have a leaving assembly for our leavers to come and say their goodbyes to their colleagues, teachers and staff.

### 5. If I have an issue, who should I contact?

Please do contact your child's head of year in the first instance

Year 7 – [t.baldwin@laureateacademy.org.uk](mailto:t.baldwin@laureateacademy.org.uk)

Year 8 – [m.cameron-wilton@laureateacademy.org.uk](mailto:m.cameron-wilton@laureateacademy.org.uk)

Year 9 – [j.gillings@laureateacademy.org.uk](mailto:j.gillings@laureateacademy.org.uk)

Year 10 – [t.malan@laureateacademy.org.uk](mailto:t.malan@laureateacademy.org.uk)

Year 11 – [j.roome@laureateacademy.org.uk](mailto:j.roome@laureateacademy.org.uk)

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## **6. My child/I cannot access Show My Homework?**

Please contact your child's head of year who will be able to sort this out for you.

## **7. I cannot print work from Show My Homework or have internet access issues**

Please contact your child's head of year. We can arrange for paper based work for your child and ask for you to collect it from the school reception. You will be asked to bring your child's work back to school to be marked by their teachers if you cannot upload work to Show My Homework. Please note that the paper work set may differ from the work set online. It will still cover the same topics so your child should aim to complete the paper version of the work for a subject OR the online version only to avoid confusion. Teachers are aware of which pupils have paper work so are not expecting the online work to be submitted.

## **8. How much work is my child expected to do a day?**

We know that not every child can access a full day's lessons every day with the reality of family circumstances or technology and, even if pupils do have access to computers all day, we do not want pupils staring at a screen for the same number of hours that they would normally be in school with all the variety that a 6-period school day provides.

Pupils would normally spend 5 hours per day in lessons and this should be the maximum time they are spending on their main school work at home with between 3-4 hours more appropriate for some depending on your child's age. Your child may choose to spend additional time to this working on some practical work - a piece of art work, musical instrument practice or a PE practical activity for example - which is encouraged if appropriate as constructive activity away from screens.

Whilst the amount and style of work your child receives will vary depending on subject, year group and ability, we are continually monitoring and adapting this.

Pupils work at different paces and teachers are setting work that we feel is realistic for most pupils within the time frames stated above. Additional challenge tasks will also be available in most subjects for those that work more quickly or want additional work in certain subjects. If you feel your child needs additional work for a specific subject(s) please get in contact and we will provide this.

Some pupils will be unable to engage in every prepared lesson for various reasons. If your child is struggling with the work-load or you notice they are anxious about school-work please contact their Head of Year who will support you with this. If needed, the main focus should be on Maths, English and Science with as much other work as possible completed beyond this, particularly for pupils in key stage 3.

## **9. What if my child is my child is not doing the work?**

We appreciate that this is an unprecedented and challenging time for you and your child. However, it is important that your child continues to make progress so they do not fall behind in their education. Though your child is not in school, they are still expected to do work that is set for them. You and your child will be contacted by their class teacher/form tutor/head of year if there is persistent lack of work that is being submitted by your child.

## **10. My child is struggling to keep up with the work set. What can I do?**

Some pupils will be unable to engage in every prepared lesson for various reasons. If your child is struggling with the work-load or you notice they are anxious about school-work please contact their Head of Year who will support you with this. If needed, the main focus should be on Maths, English

and Science with as much other work as possible completed beyond this, particularly for pupils in key stage 3.

#### **11. My child is not receiving feedback on all work submitted. Why is this?**

Your child should be receiving feedback on their work but detailed feedback should not be expected for every piece of work that is submitted as this is an unrealistic expectation of teachers who may teach hundreds of pupils in a week and are also working from home with the challenges this brings for all of us. Teachers are feeding back as much as possible and we will continue to review this.

#### **12. How can I support my child with the work that is being set?**

At Laureate Academy our lessons are structured in a specific way to support learning. If you are able to do so you may wish to follow our lesson structure outlined below to help 'teach' your child a lesson(s) set by their teacher.

1. A 4 minute 'do now' which recaps previous learning. You could ask your child to summarise what they learnt in the last piece of work for this subject or even look at their notes and ask them questions to recap this.
2. New information is then taught. At school this is usually explained by the teacher but as we work remotely this is likely to be a section of text; an online clip; an audio file or pages from a textbook. Read or watch the new material with your child, asking your child to read aloud to you when possible. Highlighting text or making notes of key words as you learn them can help information to be absorbed. If your child is struggling to understand new content it may be worth looking for a clip on-line that covers this content or reading around the subject together on-line. BBC bite-size is often a clear source of information.
3. The teacher then guides pupils through some examples and questions pupils understanding. You could ask your child to summarise what they have just learnt at this point in the 'lesson'.
4. Pupils apply and practice what they have learnt, answering questions about the work or completing some writing or other activity depending on the subject. This is independent practice and, whilst a teacher would circulate and support individual pupils at this point, you may wish to let your child work through this undisturbed to develop their independence.
5. A 'plenary' or summing up of the lesson. A teacher would complete a quick questioning session or activity to recap and check what pupils had learnt. You could ask pupils to explain their independent practice asking what their answer(s) and how they got to these.

#### **13. I have been receiving telephone calls from my child's head of year/form tutor. Why is this?**

Your child's head of year/form tutor will call you to ask you and your child how they are and how they are getting on with work.

#### **14. I know the school is closed, but is the office open?**

The school is open to children of key workers between 8am-3pm. The school office is open between 10-12:30pm Monday-Friday.

#### **15. If I call the school, will anyone answer the phone?**

Yes. Our administration team will answer the phone. However, please note that due to social distancing guidelines, we have a limited number of staff on site, so you may not be able to get through to the person you have asked for. We will take a message and get back to you as soon as possible.

**16. I am expecting a refund due to the cancelled trips. When will I receive my money?**

Everyone's situation regarding refunds is slightly different. If you do call the school to enquire, we will take a message and the appropriate member of staff will get back to you in relation to this.

**17. When will I receive my child's revision books?**

We will contact you when it has been delivered.

Yours faithfully,

Laureate Academy