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Headteacher: Mr M Wignall

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Dear Parent/Carer

Many thanks for all your messages of support on what has been a really successful return to school.

As you will be aware the number of cases of COVID-19 are increasing, we are also entering into cold and flu season and we wanted to update you on our policies for sending work home.

Minor Illness

As normal if a student is off for a few days with a minor illness (which we categorise as less than five days) we do not send work home. The rationale is that if a student is ill they should recuperate at home and return to school when well; a short absence will not have a detrimental effect on their learning. On their return to school, students should check with teaching staff if there is any important work they have missed – staff will be happy to help.

Self-Isolating Students

If we have a confirmed case of COVID-19 and students within one of our year group bubbles are told to self-isolate, work will be provided for the 10 days they will be absent from school.

At Key Stage 4, students will have the resources from their timetabled lessons emailed to them on the day by their classroom teacher.

At Key Stage 3, departments have been working hard to put together resources and lessons, which will enable students to maintain their access to the curriculum while absent from school. Please note English work for Year 9 will be sent by email.

The resources will be accessed via TEAMS and have been designed so students can be self-directed and access them independently.

Students should look at their timetable for the day, log on to TEAMS, click on their year group area, select the subject, select their next lesson and complete the work. They can then share their learning with their teacher on their return to school. If you have difficulties accessing ICT or the internet please contact jchandler@downlands.org

Click on the link to our instructional video for a step-by-step guide on how to make effective use of the resources:

<https://web.microsoftstream.com/video/dbc62c71-960e-49c3-ba60-9d22d5ce5e9e>

Please note teachers will be unable to respond to questions as they would have done during lockdown as they will be teaching in school.

Additional learning resources can also be accessed through [BBC Teach](#), which has a host of interactive lessons for all curriculum areas.

Yours faithfully

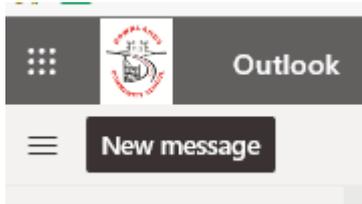
Mr S Adams
Assistant Headteacher



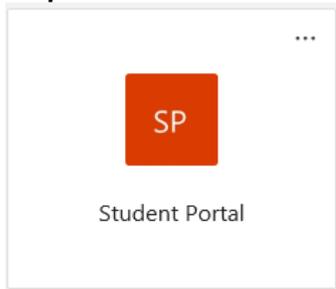
Step by Step guide on how to access KS3 lessons and resources via TEAMS

Step 1: Students should log on to **TEAMS**

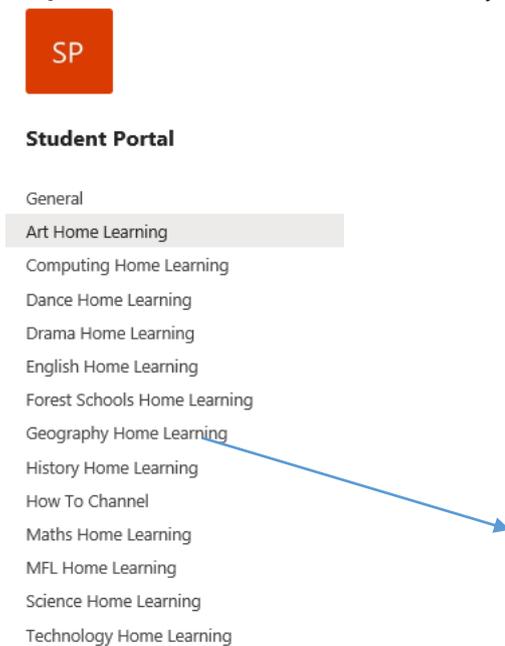
This can be done by downloading the app or by students going through their outlook email account and clicking on the waffle.



Step 2: Students should then click on the Student Portal



Step 3: Students should click on the subject area .



Step 4: Students should click on files and choose their next lesson. Where the resources will be organised in half termly folders. Students will then click on their next lesson.

