

RNA/SSL

10 June 2020

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Dear Parent/Carer

Executive Principal Mrs R. Nash

Associate Principal Mrs Y. Bootman

## Wider Opening of the MLT Sixth Form Collaborative from June 15<sup>th</sup> – A Phased Approach (Year 12)

I hope your family are safe and well. We would like to thank you for your continued support and patience during these challenging times. As you are aware, from Monday June 15<sup>th</sup> 2020, the schools in the Trust are set to increase our face to face provision for students in Y10 and 12.

In accordance with government guidelines, the increase in provision and numbers will be undertaken in a staged and cautious manner. The health and safety of our students and staff will remain the priority, however we are confident that our approach outlined below will provide a safe, sensible and flexible way forward which will enable us to start the wider opening of our schools.

### Stage 1 Face to Face Check-in Meetings from week commencing June 15<sup>th</sup> 2020

We would like to provide the opportunity to hold a face to face meeting with your son or daughter to discuss how they are getting on; their welfare, progress with their work and anything we can support them with in readiness to prepare for a phased return to school. This is an opportunity to ask questions, discuss Post 16 progression and share any challenges with their work or online learning.

Students have a choice of how this will be done either:

a) **Face to face in school.**

This will be held in the Art Block with a member of Post 16 staff. The meeting will last up to 20 minutes. Social distancing will be observed at all times. Students must arrive promptly at the allocated time and report to the Art Block entrance and leave site promptly afterwards. Please be aware that parents/carers will not be permitted to attend the meeting due to the need to keep visitors away from site. Please wait in the car park if you are intending to drop your son/daughter to school for the meeting. Students are required to wear clothing that follows the Post 16 Dress Code.

b) **Face to face online using Microsoft Teams.**

It's really easy.

- If you have a smart device or computer with a camera and microphone, you are invited to book a meeting remotely.
- Please use the link below to book your appointment. An email confirmation will be sent to you and your child to RSVP. This will then put the event in both calendars so you can join the Teams meeting on the day.
- If you don't have a PC or laptop you will have to set this up on a mobile device or tablet, please install the "Microsoft Teams" app: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>.

- On the day of the meeting log in to your Microsoft Office account using your Student STWAcademy.com account (the same one used for SMHW/Classroom/O365). If you are using a desktop or laptop device, click on your calendar icon in Outlook at the bottom left of your screen.
- On the day when your meeting is due to start, click the “Join Microsoft Teams Meeting” link in your Calendar Event. The member of staff will start the meeting.
- If you have any issues with setting this up, please contact the IT technicians at ITTechnicians@stwacademy.com, who will be happy to help you through it.

If you have any issues with setting this up, please contact the IT technicians at ITTechnicians@stwacademy.com, who will be happy to help you through it.

If you would like to book a face to face meeting either in school or online please follow the link below to make an appointment by **Friday 12<sup>th</sup> June at 3 pm.**  
<https://stwa-y12.youcanbook.me>

## **Stage 2: On site Subject Teaching week commencing June 22<sup>nd</sup>.**

From this date students will access lessons at both Sir Thomas Wharton Academy and Maltby Academy in all of their option subjects, depending on where they are currently taught. This will be in addition to the current work being set through Microsoft Teams/Google classroom. Government guidelines are that no more than a quarter of a year group will be in the academy at any one time therefore each student will be allocated an individual timetable which specifies the lessons they should be attending.

These teaching sessions will take place at both academies from **9.20am– 11.50am** for a morning session or **12.30pm-3pm** for an afternoon session. Students will be based in one classroom for the duration of the session, which will include a 10-minute break in between. You will receive a letter next week with further details and the times that students are asked to attend.

I appreciate that the national decision to begin wider the opening of schools has created some controversy and I will respect your individual decision as to whether you wish your son/daughter to attend these sessions. In order to aid planning, could you please follow this link to indicate whether you are intending for your child to attend lessons from 22<sup>nd</sup> June:

<https://forms.office.com/Pages/ResponsePage.aspx?id=RCH8FHWxYEaO1ZbPgVctRn7XGtVYlbpNq556jQncWe1UQkxEOUVGVEE1ME5NWUgwSjiTR0JDMzNQVi4u>

Could I ask that you respond to this no later than **Monday June 15<sup>th</sup> at 9 a.m.**

Yours faithfully



Mrs Y Bootman  
Associate Principal