



# THE ARCHBISHOP'S SCHOOL CANTERBURY

## Headteacher Newsletter Term 5

Dear Parents and Carers,

At this time of considerable anxiety and uncertainty, I wanted to write to the whole parent and student body to send my best wishes to you and your loved ones. I hope you are all keeping safe and well, and I wish to share that those of you directly or indirectly involved in front line services are in our thoughts and prayers.

It is also important to ensure that we start the new term, now more than ever, with open communication and this newsletter hopes to provide information for our whole school community and to ensure we all feel connected and a part of the life of The Archbishops School.

You will I am sure, be aware that the government extended lockdown for a further three weeks and there remains no indication of when schools will reopen. Much has been written and speculated about regarding when the restrictions may be lifted, however the school continues to follow all relevant guidance from Public Health England, Kent County Council and the wider government to ensure that we keep all students and staff safe and only fully reopen when it is safe to do so.

As we enter term 5, the school remains open for all keyworker and vulnerable students. Please ensure you only take up this offer if there is no other provision for your child at home, as we know that staying at home remains the best personal measure we can all take to ensure social distancing and minimise the spread of Covid-19. We understand that for many of our families who work for the NHS or other local schools, shifts and changing rotas mean you may need to take up the offer of school provision in a varying capacity and we are more than happy with this. Please ensure you contact the school where the admin team will assist you and ensure that teachers are informed of the number of students to expect each day. The small group of students who have been coming to school continue to work hard and cope very well in such unusual circumstances.

As lockdown continues, I want to express how proud I am of our school community and the resilience of the young people whether they are in school, or remaining at home. Our young people have shown a maturity well above their years and dealt with anxieties, restricted conditions and for those in Year 11 and 13 the disappointment of their final months at Archbishops coming to an abrupt halt, with such grace. The reports I receive on a daily basis from families in our school community are so uplifting. Stories of families coming together to learn new skills, and young people developing their life skills as they help with cooking at home, take more responsibility for a pet, get involved with work in the garden and taking care of vulnerable neighbours. I have seen photos of rainbows in windows, students cheering the NHS and a lot more family activities as parents and children work side by side. At this horrendous time it seems impossible to find positive outcomes, but hopefully one will be a greater sense of family and community and rediscovering the beauty in the often quiet and small gestures that were so easily missed in the fast paced life we have for the time being left behind. It is so heart-warming to hear that maybe in the darkest of days, the human race will be closer and stronger in spite of the turmoil caused by this pandemic.

### Staffing changes

As we leave Term 4 behind, I want to update you with some key staff changes that have happened over the last few weeks. Many colleagues have left and joined the school 'remotely' as we have been in lockdown. For many colleagues they have joined a new school with no children in it and only meeting other staff in their team over social media, skype and ZOOM! My heartfelt thanks goes to all those staff who have left us to move on to new

adventures and a warm welcome to those colleagues joining us. I look forward to having the whole Archbishops staffing team together soon:

#### **Staff that have left at the end of Term 4**

- J Harrison (Art)
- K Harrison (English)
- A Lewis (SLT PA)
- Tina Hamer (SLT)
- J Price (MFL)

#### **Staff that have joined in Terms 4 and 5**

- W Triffitt (Teacher of English)
- K Gardiner (Business Manager)
- A Knol (Finance Manager)
- R Baker (SLT PA)
- S Hutt (Director of Learning- Maths)
- C Thomas (Promotion to Lead Teacher Art)
- R Talling (Promotion to Progress Director Sixth Form)
- C Dodson (Promotion to second in English)
- S Jackman (Lead Teacher Technology)
- A Smith (Business Support Administrator)
- J Gregory (DT Technician)

#### **Changing delivery of lesson material in Term 5**

Moving forward in to Term 5, you will have already been made aware through other correspondence about the changing method to deliver interactive learning to our students. The school has moved towards Microsoft Teams as an online platform to allow us to offer more variety to the students learning and help them feel more connected to the school and their teachers. 'Teams' will offer a range of tasks for students to be completing, virtual opportunities to link with teachers for a Q &A and opportunity for formal assessment moving forward. Many thanks for everyone's hard work completing the KS3 booklet and KS4 info drive materials supplied last term as a short-term option. As I hope you can appreciate, having to almost overnight gather and provide online learning opportunities for everyone in their home did have a few teething issues and now we have had a little more time to develop a more suitable platform we are happy to launch the 'Teams' portal moving forward. If you have experienced any difficulties accessing 'Teams' or have any questions relating to your child's online learning, please do get in contact with the school either by contacting the school office Monday to Friday between 9am-3pm on 01227 765 805 or by emailing [admin@archbishops.kent.sch.uk](mailto:admin@archbishops.kent.sch.uk). We will then endeavour to provide a response to your query from the relevant member of staff as quickly as possible.

Microsoft Teams will offer a range of learning opportunities in the form of both more interactive opportunities and daily tasks. Below are timetables relating to what can be accessed through Teams to support learning and some examples of how to structure your 'home school' day. We will officially launch these timetables on Monday 4<sup>th</sup> March once we are secure that students have been using the platform effectively and we have overcome any teething problems.

Many thanks with all your hard work at home to support your children in accessing the Teams portal. I think this lockdown period has really enhanced all of our computer skills!

### Timetable of Interactive Sessions

The following timetable lists when staff are offering more interactive sessions on Teams. These could be in the form of a forum for questions and answers or tutorials on key topics. We hope these will be a great opportunity to get immediate answers to any questions your child may have, whilst moreover to encourage continuing contact with their teachers that they may be feeling very remote from at this time. We would strongly encourage all Year 10 and 12 students to engage with these interactive offers as for these year groups that have an immediate focus on examinations and coursework, accessing teacher feedback will be pivotal.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>09:00-09:30</b>					
<i>Subject</i>	French & Spanish/Biology	French & Spanish/EPQ	French & Spanish	French & Spanish	French & Spanish
<i>Year/ Key stage</i>	Year 10/ Year 12	Year 7/Year 12	Year 8	Year 9	Year 10
<b>09:30-10:00</b>					
<i>Subject</i>	Biology/ Humanities	EPQ/ Humanities	Humanities	Humanities	Humanities
<i>Year/ Key stage</i>	Year 12/All	Year 12/All	All	All	All
<b>10:00-11:00</b>					
<i>Subject</i>	Science	Science	Science	Science	Science
<i>Year/ Key stage</i>	KS3 & 4	KS3 & 4	KS3 & 4	KS3 & 4	KS3 & 4
<b>09:30-11:30</b>					
KS5 Sport every day					
<b>11:00-12:00</b>					
<i>Subject</i>		Religious Studies	English/BTEC Sport	Chemistry	Art & Photography/ BTEC Sport/Psychology
<i>Year/ Key stage</i>		All	KS3/Year 10	Year 12	Year 12/Year 10/Year 12
<b>12:00-13:00</b>					
<i>Subject</i>			English		
<i>Year/ Key stage</i>			KS4		
<b>13:00-14:00</b>					
<i>Subject</i>			Business		
<i>Year/ Key stage</i>			KS4		
<b>14:00-15:00</b>					
<i>Subject</i>		Maths/Food	Food	Maths	
<i>Year/ Key stage</i>		KS3	KS4	KS4	

## How to structure your 'home school' day

We appreciate that for some students they may for a number of reasons; find it hard to follow the suggested timetables below. These are simply suggested exemplars but we hope will help give families an idea of how best to structure the day and an example of how long to be spending on work each day. Please do what is best for your family and your circumstances.

Going forwards, we will see our timetable as a weekly, not fortnightly, structure. It makes it easier to think about the work that is set and for students to track it. Below is a guide timetable but feel free to create your own if you wish. Please also remember that there are a range of excellent online learning portals which should not be forgotten, the recent BBC Learning modules launched this week offer a wealth of engaging tasks and lessons. Students also have access to GCSE Pod, Kerboodle and Maths Whizz already which are excellent platforms to be using. We appreciate that all students are individuals and this is not a one size fits all model. Please do what is best for you and your young person and use the timetable if it is useful.

### Year 7, 8 and 9

	Monday	Tuesday	Wednesday	Thursday	Friday
	Worship/Reflection				
Period 1	English	MFL	MFL	Maths	Maths
Period 2	History	Geography	Science	History	Geography
Period 3	Science	RS	English	Science	Art
Period 4	RS	Maths	PSHE	Food	Art
Period 5	English	PE	ICT	Food	PE

We feel it is important to start each day with a moment of reflection, prayer and quiet and would encourage all homes to incorporate this element in to their routine. Whether you have a personal faith or not, use this time to maintain your positive wellbeing, think of people in your family or community that you care about, take a moment to think of the work ahead and get your mind and body ready for the day. If you are of faith, look at a scripture or say a prayer.

We will expect Years 7 and 8 students to complete a maximum of **4 hours of set tasks a day**. Please ensure that tasks are broken down in to manageable chunks and regular breaks are incorporated. A sensible suggestion would be to break learning in to chunks of a maximum of 30-40 minutes depending on the task and attention span of your young person.

Year 9 students will be given their confirmed GCSE option choices soon. This will allow them to enter Team 6 with a more streamlined set of subjects and to start on some of their new chosen subjects such as Business, and Performing Arts. However, throughout Term 5 we will encourage Year 9 students to maintain all of their current subjects.

You will see that Food for example has been given a double period in an afternoon. The thinking here is that tasks could be set surrounding cooking food for the family evening meal and will likely require longer than one session. Similarly Art has been given a double slot to allow students to spend longer and get more immersed in the creative task they are undertaking.

### Year 10

We suggest that students in these exam years spend a maximum of **4 hours per day** on their studies and focus their attention on maintaining any coursework or examinable modules. Where possible work will be undertaken in 40 minute blocks, but where longer is required they should rearrange their time accordingly.

	Monday	Tuesday	Wednesday	Thursday	Friday
	Worship/Reflection				
Period 1	Option 1	Option 2	Option 2	Option 4	Option 1
Period 2	Science	Science	Science	Science	Science
Period 3	Maths	RS	English	English	Option 4
Period 4	Maths	Option 3	English	English	Maths
Period 5	PSHE	PE	Option 3	Maths	PE

## Year 12

For students in year 12 it is important that they direct their own time to focus on their subject areas and they should be comfortable in doing this already with their independent learning. A timetable would be useful as it will help focus the learning but may need to encompass longer time spent on one area, especially if a large project or creative tasks needs to be completed. **At least an hour a day should be spend on each of their subjects** and regular contact should be sought from their subject teachers to ensure they are on task and gaining the support they need.

## Year 11 and 13

For these year groups who would have been typically at this stage cramming revision, please use this opportunity to prepare yourself for your next step. For Year 11 students, focus your efforts on the subject you will be pursuing at Post 16. If you know that your course moving forward requires maths and English, continue to use GCSE Pod to help maintain these skills. For Year 13, ensure that your focus is on your ongoing education, training or employment. What do you need to research or continue working on to ensure you are ready for this next step? For both of these year groups, creating or updating a CV would be a good use of your time. There are also a range of short courses you could be exploring through FUTURE LEARN or other portals. All excellent to add to your CV and help develop you personally and academically at this time.

Additional Frequently Asked Questions (FAQs) have been created to offer answers to the most commonly received questions from parents. These guides are attached in addition to this newsletter. A differentiated guide has also been created to guide our young people with Special or Additional Educational Needs.

### Signposting to support

Finally, I want to acknowledge again what I know for many families continues to be a highly challenging time. Even with the incredible efforts in our local community, we know that for many of our families this time sees significant financial challenges and loss of income that is adding a considerable strain. The school community and its staff remain here for all our families during this time and we encourage people to make contact with us to share the highs and the lows. We will endeavour to do anything we can to help support our community at this time.

As the government has extended the lockdown, and information in the media is so often filled with distressing stories of recent events it is often hard to keep a positive mind-set. Many parents find themselves in challenging financial situations and having to step up to being the 'educator' in the home, often juggling the demands of multiple children and a job. I hope that some of the information I have been reading and wished to share with you below, helps relieve some of the burden and signposts you to other avenues of support if at this time you are feeling the pressure.

-Kent County Council have launched a new 24 hour helpline called 'Kent Together' to support vulnerable people in Kent who require urgent help, supplies or medication.

-The Kent Together Helpline [www.kent.gov.uk/KentTogether](http://www.kent.gov.uk/KentTogether) or 03000 41 92 92 is another 24 hour service if you are concerned about the welfare of someone else or you have an urgent need for support.

-Mentally healthy schools and the Anna Freud Centre have put together a range of resources. Including how to manage this challenging time for learners with SEND.

<https://www.mentallyhealthyschools.org.uk/resources/coronavirus-resources-for-mental-health-and-wellbeing-toolkit-3/>

- KCC offer a support line for anyone feeling worried at this time



-There is a range of material on the NHS website, mind matters relating to mental health and how to manage social isolation and the challenges felt at this time



### Top tips to manage home education

There are no 'rules' about how to get through the day when home schooling your children. These are unprecedented times and as such, we all have to adapt. Below are a few useful 'tips' I have been reading which I hope will be encouraging or useful to you:

1) Set a timetable and create a structure to your day. Find a time in the day that works well for your child (and you) and focus on the core academic learning at this time. This is likely to be when they are most alert, or there are less distractions in the home. Focus on core learning of English and Maths first. Using wider subjects to further enhance their knowledge and skills throughout the day.

2) Be realistic and don't beat yourself up if you only manage to achieve an hour of work on a given day, or even none at all. Don't compare yourself to other parents. We appreciate that every child/young person is an individual and they all need to go at their own pace. Every accomplishment, however small should be celebrated.

-Technology is your friend. Although we do not suggest that students only spend time looking at computer or TV screens, we do know the benefits that technology can bring. There are a range of online learning portals, games and quizzes that offer educational content in a style that the younger generation find engaging. It is often easier to get a 12 year old boy to turn off his PS4 to tackle some maths work if you are able to offer this maths through online tasks and games.

-Get the balance between academic tasks and wider activities to promote a healthy mind and body. Why not try to learn a new hobby, or ask your young person to teach you how to play their favourite computer game so you can spend time together.

-Ensure that you get outside (when it is safe to do so) and take up regular exercise. While the weather remains bright and warm try to make the most of this with a bike ride or walk in your local area, maintaining social distancing rules of course.

-Set up a work space for academic studies, whether this be a desk in your child's room or the kitchen table. Make it very clearly defined as the work area and ensure you have the required materials ready to start the day. Some families have found it useful to put on a 'uniform' or school PE kit at set times to get young people in the right mind-set for work. We all need a pyjama day now and again, but ensuring we are up and dressed ready to start our day is important for our mental health.

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My thoughts and prayers remain with you all at this time. I hope you enjoy the range of learning opportunities provided this term and we of course value your feedback and questions if you are experiencing any issues. I hope those you love remain safe and well and look forward to the day The Archbishops Community can re-join together again.

As the bible teaches us:

***'So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand' Isaiah 41 verse 10***

Yours Sincerely,

Mr D Elliott

Headteacher

