15th December 2021

Dear Parents/Guardians,

This is a follow-up letter to explain the arrangements for the two days of online learning on Monday 20th and Tuesday 21st December.

**Teaching and learning:**

* Every lesson will start with an element of live teaching where the teacher will greet and register students.
* Teachers may either run a full live lesson with some independent work or they may explain the work at the start of the lesson and give time for the students to complete the work independently.
* All lessons will follow the KS4 and 5 timings with lessons starting at 9.10, 11.25 and 1.35. There will be no break for KS3 students as per school timetable. This is to enable households with children in KS3 and KS4/5 to have lunch and break times at the same time.
* Students will be expected to attend all lessons and complete work as directed by their teacher. They may also be asked by their teacher to upload the work to Teams by the end of the lessons. For Lesson 3 on Tuesday, students will be with their form tutor, as would have happened in school.

**Wellbeing:**

* Tutors are expected to meet their form tutor at 9am on Monday and Tuesday morning. This will be a 10-minute opportunity for students to check-in with their form tutor and to be registered. It is essential that they attend this session so that we can see all students, and it is essential that students make their presence known to the tutor either by saying hello to their form tutor or by putting a message in the chat.
* Lesson 3 on Tuesday will be another opportunity for students to gather with their Form Tutor and Head of Year to have some Christmas celebration and activities and end the term.

We are aware that not being in school and the new concerns around Covid can be a cause of anxiety for students. There is support available for students during the school holidays should your child need support. Our school padlet has a wealth of information to do with health, wellbeing and inclusion support, including links to charities and organisations related to emotional and mental health wellbeing. There is also a link there to the counselling services Area 43 where students can access counselling should they need to. [Ysgol Penglais School - Health, Wellbeing and Inclusion Support Resources (padlet.com)](https://en-gb.padlet.com/kks8/ktmsvvly5csg0g1f)

**ICT:**

* Should you need to borrow a laptop (1 per family) please complete the form attached and return to school by emailing admin@penglais.org.uk or sending the form in with your child to Student Service. **This must be received by 9am Thursday morning**.
* If there are any concerns during the two days in terms of ICT access, please contact the ICT helpline on 01970 633678 or through the ICT service desk servicedesk@ceredigion.gov.uk.

**Hwb:**

* In order to minimize risks to all, the number of students on site should be minimal. We are able to offer childcare provision to students in Years 7 and 8 only who are children of key workers. This should only be needed if all other options of childcare have been exhausted. Should you need to request childcare, please email admin@penglais.org.uk by **9am Thursday morning**. There will be no lunch available on the Monday and Tuesday therefore students who do access the Hwb will need to bring their own packed lunch. The Hwb will only be available during school working hours: 8.45 – 3.15. School transport will run as usual for these students and students will not be expected to wear their school uniform.

**Free School Meals:**

* Students in receipt of Free School Meals will be credited money for the two days through their payment/voucher for the Christmas period.

Thank you once again for your co-operation in supporting us to enable the learning to continue and to end the term successfully. In the meantime, should there be any queries, please contact admin@penglais.org.uk.

Yours sincerely,



Ms M Hughes

Pennaeth/Headteacher