



19<sup>th</sup> November 2020

Dear Parent/Carer,

I wrote to you at the start of the month to explain the contingency arrangements should staff absence become very high. For a combination of reasons we have reached that point. Factors that have triggered this are:

- Teaching staff being told to shield by the government (these will be off until 2<sup>nd</sup> December)
- Teaching staff whose young children have been told to self-isolate
- Teaching staff awaiting Covid tests
- Normal seasonal illnesses

Unfortunately, we will need to close the school to one year group a day starting from tomorrow and continuing for the week (20<sup>th</sup> November to 26<sup>th</sup> November). Students should follow the 'shadow' curriculum work on Microsoft Teams:

**Friday 20<sup>th</sup> November – Year seven** will complete shadow curriculum work on Teams at home for the lessons on their timetable for Friday week B

**Monday 23<sup>rd</sup> November – Year eleven** will complete shadow curriculum work on Teams at home for the lessons on their timetable for Monday week A

**Tuesday 24<sup>th</sup> November – Year ten** will complete shadow curriculum work on Teams at home for the lessons on their timetable for Tuesday week A

**Wednesday 25<sup>th</sup> November – Year nine** will complete shadow curriculum work on Teams at home for the lessons on their timetable for week A

**Thursday 26<sup>th</sup> November – Year eight** will complete shadow curriculum work on Teams at home for the lessons on their timetable for week A

Friday 27<sup>th</sup> November is a Progress Review Day and this will be conducted virtually. Monday 30<sup>th</sup> November is an INSET day, so we hope to be back to normal for the 1<sup>st</sup> December.

I will contact you again if this rota needs to be extended.

### The 'shadow' curriculum at ICC

Work to be completed from home that follows and/or complements the curriculum and skills covered in class is available on Microsoft Teams. When students go to the home page of their classes there is a tab entitled 'Shadow Curriculum remote learning'. In this area will be instructions on how to access the



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work or the work itself. By completing this work, students will return to school in the right place to carry on the Scheme of Work being studied.

Students can also communicate with their teacher using Teams whilst at home, submit assignments and get feedback. There is also the option of emailing staff with any questions or requests for guidance. We are here to ensure that the home-school experience is as accessible, rewarding and beneficial as possible.

**It is important that all students know how to access Teams. They have all been shown this. Please check your child is aware of this and let their Progress Leader know if this is an issue for any reason.**

There is a student guide to using Microsoft Teams on our school website <https://www.ifieldcc.w-sussex.sch.uk/page/?title=Remote+Learning&pid=159>

I hope that by working together we can provide the best education for your child in difficult times. We are here to help.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'R. Corbett'.



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