

5th January 2020

Dear Parents/Carers,

Following our email earlier today, we have been extensively reviewing and assessing the provision we can provide for students during their remote learning this coming half term. Although we enter similar lockdown conditions to those faced in March 2020, we are at a greater advantage this time around in that we can provide online lessons almost immediately for all students so as not to compromise their learning.

We are therefore pleased to share with you the details of our online timetable, which will commence as of **Thursday 7th January**. This timetable will differ to the normal in school timetable in order to accommodate staff availability, allow for students and teachers to leave one online lessons and access the next promptly, to provide screen breaks and to get fresh air, and to allow students a chance to ask questions and complete independent learning and tasks. It will also enable staff to move on the rota for supervising the Pop-up Academy.

The slight delay is due to the change in the timetable as it can take up to 48 hours for the changes to migrate from our systems over to MS Teams and create the new classes for students to access. Once the timetables are completed, you will be able to view your individual timetables on MCAS and we will share with you your year group timetable tomorrow once they are completed.

The new timetable for online lessons will be as follows:

Time	Period
8:30-8:45	Mentor time
9:00-10:00	Period 1
10:30-11:30	Period 2
12:00-13:00	Period 3
13:30-14:30	Period 4

On Wednesday 6th January 2020 we will set further work to be completed from home via MS Teams which can be accessed via students old timetable classes. We apologise for the further in delay to the start of online lessons; we are working as hard and as fast as we can to set up the right provision for the duration of this remote learning period, and we are extremely grateful to you for your support and understanding.

On the following pages we have included useful information for you during the coming half term.



Principal – Ms Catrin Green

Homefield Road, Old Coulsdon, Surrey, CR5 1ES
Tel: 01737 551 161. www.oasisacademycoulsdon.org

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Accessing MS Teams

In order to access Microsoft Teams, your son/daughter will need to:

1. Go to Office.com
2. Sign into your account using your school email and password
3. All Microsoft Office will be there, click on Teams
4. Once you are logged in to MS Teams, click on Teams on the left hand side, find the team for the subject you are about to have a lesson in, and join via the Teams page
5. Remember to turn your camera and microphone off

If this doesn't work please go to Google and type in Microsoft Teams and log in using your school email address and password.

If you have a Mac then please try the above or you can download Microsoft Teams for Mac via Google.

You can also view our [MS Teams Guide by clicking here](#).

Please [click here to view our Behaviour for Online Learning Code](#).

In December 2020, Oasis enabled the function for webcams to be switched on during online lessons to see if this helped to enhance the quality of teaching and learning. This is optional and students do not have to have their camera on if they feel uncomfortable doing so. This will be the first time that we have had the opportunity for this feature to be utilised and we are extremely excited to be able to continue to 'see' our students during this period of remote lessons. Please [click here](#) to view the OCL guidance on cameras on Teams.

Attendance

We will be monitoring attendance for those in the Academy as well as those who are accessing online lessons remotely. If your child is unwell or unable to access their online lessons then it is important you notify us by emailing Nicole.Psaltis@oasiscoulsdon.org or by calling the usual attendance line on 01737 55161 option 1 before 8.30am on each day of the absence.

Any student not present on their online lessons without us receiving notification as to why will receive an unauthorised absence mark and their parents will be contacted.

IT & Computer Access

We want to support all of our students in being able to access online lessons so that they can fully access the curriculum. Therefore, if you have any issues with computer or internet access that we may be able to assist with, please ensure you contact us by emailing admin@oasiscoulsdon.org or calling 01737 551161 as soon as possible.

Key Worker & 'Vulnerable' Students

Students who have been invited to attend the 'Pop-up Academy' and whose parents have accepted the place will be expected to attend daily in full Academy uniform at the normal times of 8.25am until 3.20pm. Students will be free to leave from 2.30pm after live lessons finish if they wish, or they can stay for supervised independent study until the end of the day. As mentioned above, should your child be unable to attend for any reason, then please notify our attendance officer on each day of the absence unless otherwise notified. Students will access their online lessons using devices in the Academy and then have time to complete independent study tasks in periods between lessons.

TfL school busses at the end of the day and the Netherne Coach service (morning and afternoon) will be running to assist safe travel. Those attending should wear full Academy uniform, bearing in mind we will still be working with windows open and so warm layers are advisable.

The Diner will be operating on a reduced menu and students will have the opportunity to order food for lunches in the morning if they are required as well as at break. These will be free as usual for those in receipt of Free School Meals, and will be deducted from ParentPay accounts for all other. Therefore, please ensure your child's ParentPay account is topped up if this is required. Students are welcome to bring in packed lunches if they prefer.

Free School Meals

In the address from the Prime Minister last night, he confirmed that during this period of school closure all those in receipt of Free School Meals would still have access to this support. At present we have not received any guidance on how this will work, however, as soon as we have more information we will be in contact with you.

Academy Closure Website Page

We have reactivated our Academy Closure page of the website. Here you can find lots of useful learning resources, support phone numbers and links, tips on how to stay physically and mentally fit during the coming weeks, as well as a centralised communications list for the Academy.

You can view the page by [clicking here](#).

Confirmed Covid-19 Cases

During this period of closure we would still be grateful if you could email the Covid-19Coulsdon@oasiscoulsdon.org email address to notify us if your child has tested positive for Covid-19. This will help us with monitoring online lessons attendance and ensure that we can do all we can to support you.



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If we receive notification of positive cases of Covid-19 from students working remotely we will not be notifying all parents of these cases as they will pose no risk to other students. If a student who is in the Academy tests positive for Covid-19 we will act as track and trace as we have been previously and will notify any student who is a potential close contact- although we hope that this will not be an issue with the social distancing measures to be put in place. We will then notify parents/carers of those students who are attending the Pop-up Academy of the case as we have been so far, but those who are not in the Academy will not be notified of any positive case.

Year 11 Exams

It is important to note that, despite what has been published on many news channels, at present exams have not been completely cancelled for this year. The announcement on exams is that they will not go ahead as currently planned. Ofqual are looking into how students will be assessed this summer and awarded grades, and until we have details of this then it is important that we continue to prepare by completing topics of study and revising already covered material. It is therefore just as important for students in Year 11 to engage in online lessons as it is for all other year groups.

A presentation with further details on exams and next week's parents' evening will be shared tomorrow in the Year 11 timetable letter.

We appreciate that this is a lot of information to take in at one time, especially in addition to the information released from the government. If you have any queries on the information shared in this letter then please do not hesitate to get in contact with us.

For many families this is a worrying and uncertain time. We have many challenging weeks ahead of us, but we came through this once before and we are confident that we can support one other to get through this time again. We are extremely proud of every single one of our students for how maturely they dealt with the last school closure, and we know that they will rise to the challenge and do the same again. If at any point in the coming weeks you are in need of support or advice then please do not hesitate to contact us; we are always here for you.

Once again, thank you for your unwavering support.

Yours sincerely,



Ms C Green
Principal



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