



# CARDINAL NEWMAN CATHOLIC SCHOOL

Sandpits Lane, Keresley, Coventry, CV6 2FR  
admin@cncs.school  
www.cncs.school  
T:02476 332382

January 2021

Dear Parent/Carer

We hope all our families and students are well at this very challenging time.

We are writing to you in response to the Prime Minister's announcement on the 5<sup>th</sup> January regarding the closure of school sites for most students. The Department for Education has set out expectations for remote learning here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res>

### Remote Learning Information

During national lockdown, teachers will continue to provide education in line with student timetables to ensure a broad and balanced curriculum is maintained. We are operating a blended learning policy which means that students will receive provision which is mostly live streamed but will also include elements of pre-recorded material as well as making use of the other learning platforms that we have at Cardinal Newman School such as HegartyMaths and Seneca Learning. Students will also receive pastoral support through tutor check-ins, PSHE sessions and year group assemblies.

In order to support families with siblings at home, we are realigning our timetable so that break and lunchtimes are at the same time from Monday 11<sup>th</sup> January 2021.

School Day	Monday, Wednesday, Thursday and Friday	Tuesdays
Logging in to Teams time	8.40am – 8.50am	8.40am – 8.50am
Period 1	8.50am – 9.50am	8.50am – 9.50am
Period 2	9.50am – 10.50am	9.50am – 10.50am
Breaktime	10.50am – 11.10am	10.50am – 11.10am
Period 3	11.10am – 12.10pm	11.10am – 12.10pm
Tutor Time	12.10pm – 12.40pm	Non-applicable
Lunch	12.40pm – 1.10pm	12.10pm – 12.40pm
Period 4	1.10pm – 2.10pm	12.40pm – 1.40pm
Period 5	2.10pm – 3.10pm	1.40pm – 2.40pm

### Accessing learning

Students will need access to their school email account and Microsoft Teams. Students will be expected to follow their usual timetable which can be found in their Student Planner. Timetables can also be accessed by parents on the Xpressions App. Full instructions on how to download and use this App, are available on our school website. Whilst it was a school priority to audit students' ability to access both emails and Microsoft Teams, if parents or students find that they are having any difficulty in accessing email accounts or Microsoft Teams please contact: [teams@cncs.school](mailto:teams@cncs.school) as soon as possible so this can be rectified. All students were emailed an up to date guide on how to access Microsoft Teams, which can also be found on our school website.

It is pertinent to know that all lessons are monitored and students are expected to adhere to the ICT Acceptable Use Policy (page 9) which is on our website and in Student Planners.





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## Daily routine

Students will be expected to log in to their Microsoft account at 8.50 each day for Year 7 – 11. Post 16 students are expected to log on at the beginning of their first lesson of the day. Teachers will continue to provide tasks and assessments which will be marked and feedback will be provided for students. Progress will be checked in a number of formats including Microsoft Forms and uploaded submissions. We appreciate that extended writing may be challenging in these circumstances. Some work will be marked automatically via other digital platforms such as Seneca learning.

## Engagement

As part of our safeguarding of students, all students will be registered by their teacher for all lessons on line and both teachers and pastoral teams will be tracking engagement as per government guidelines. We will contact students, parents and carers if there appears to be any issues or concerns.

## Further support for students with additional needs

We recognise that some students with special educational needs may find remote learning education challenging without additional support. The SEND team will be coordinating a support programme to assist students at this time. If you find that your child is struggling with access, please do contact our SENDCo Mrs Bevis at [Christine.Bevis@cncs.school](mailto:Christine.Bevis@cncs.school).

## Keyworker and vulnerable students

Provision for keyworker and vulnerable students will be in line with the provision received by all other students. Students will be supervised whilst completing the work on line and engagement and access will be monitored closely.

## Safeguarding

Cardinal Newman Catholic School is committed to ensuring the safety and wellbeing of all its students. The Child Protection and Safeguarding policy can be found on the school website. As a school we recognise it is important that all staff who interact with children including online, will continue to look out for signs that a child may be at risk. If you have any concerns relating safeguarding, please contact [Deborah.Galvin@cncs.school](mailto:Deborah.Galvin@cncs.school) our Safeguarding & Wellbeing Officer.

## Examinations

There have been several announcements made by the Secretary of State for Education relating to examinations in the summer. At this point, we are aware that summer examinations have been cancelled but that Ofqual are beginning to consider how to assess student progress in Year 11 and Year 13 as well as ensuring that students are not disadvantaged. We will keep you updated when we have further information.

We strongly recommend that students in Year 11 and 13 continue to engage with the work set by their teachers via Microsoft Teams which will be tracked and monitored by both teachers and the pastoral team.

## Access

Shortly, we will be circulating information on how students can access Microsoft accounts using devices such as Amazon Fire tablets and both Xbox and Playstation consoles. This will also be found in the student and parent guides on our school website.





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We would like to take this opportunity to thank all our students and families for their patience and if there is anything the school can do to assist you at this challenging time, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink that reads "E. O'Connor".

**Ms E O'Connor**  
**Headteacher**

