



## Exceed Learning Partnership

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## *'Innovative Education – Transforming Lives'*

5<sup>th</sup> January 2021

### **Important Communication from the CEO:**

Dear Colleagues,

After further advice from the Department for Education, I am writing to communicate with you, the following updates we have received and the procedures that we are putting in place at all our academies/school. Firstly, please can I express my sincere thanks in the professional manner you are supporting your Principal/Head Teacher to implement these changes in these unprecedented times. I am sure you would agree that we are all very anxious at this time and we are trying to take the best approach to manage these risks whilst still providing a service to our communities.

The Department for Education has instructed schools to close from Tuesday 5<sup>th</sup> January 2021 until at least half term which is Friday 19<sup>th</sup> February 2021 We will remain open to provide provision for children of critical workers and for vulnerable children. In our academies we will be implementing these measures to support our pupils and families:

### **Measures to be implemented from Wednesday 5<sup>th</sup> January 2021**

- Academies/schools will open for critical worker pupils and vulnerable pupils
- Parents must contact the academies/schools by Tuesday at 3.00pm to state that they require this service so we know how many pupils will be in the academies/schools from Wednesday 5<sup>th</sup> January 2021. Academies/schools have sent out some surveys for you to complete
- Parents will also need to request working packs of resources and equipment so that we can collate this, and parents will be provided with a time to collect these. These will be packs of pens, workbooks, reading etc.

**Critical workers**, are identified in the attachment I have sent with allocation based on priority and staffing capacity available.

### **Access to the voucher system for Free Schools Meals:**

- Pupils within the academies/schools will receive their meals if they are on site. We are liaising with our catering providers for this. This would be paid in the usual way or their free entitlement both FSM and UFSM
- We are liaising with our catering providers to provide a cold meal service or food hampers for families for those entitled to a free school meal up to Friday 8<sup>th</sup> January 2021.
- From Monday 11<sup>th</sup> January 2021 a voucher system will be put in place. This will be allocated at £15 per pupil per week.

- If parents have any concerns about providing meals for children, they will need to contact the Principal/Head Teacher and we will help and support all we can. We have made links with local community organisations in order to provide any support for any family which requires this.

### **Arrangements for Pupil Remote Learning whilst at home and in the academy:**

All pupils have access to the Seesaw App or the Tapestry app in early years.

- **Teachers will upload lessons, videos and activities.**  
These will be manageable for pupils and parents and through the app parents/pupils can contact you if they have any concerns. Teachers will provide feedback on all the learning activities completed
- Individual plans will be followed for pupils on EHCP if they are not attending the provision. Teachers or SENDCO will contact individual families to set this up
- Communication will be updated on the academy/school website, through email, twitter and through text messaging services

### **ICT Devices:**

If parents require any remote learning devices for their child(ren), we can provide these. Our DFE devices also have access to the Wireless network. They are required to contact the academy and we will ensure that these are distributed.

I fully appreciate that this is a difficult time for everyone and each family's circumstances will differ in the amount of support and time that can be given to children to complete the learning tasks set. Some parents may follow a strict timetable of activities and others will be more flexible in their approach. Staff will help and support as much as we can. (Whilst educating our own children too, who at times, answer back and refuse!!)

### **Communication with Parents and Welfare checks:**

We do know how long this closure will continue and therefore critical workers and vulnerable pupils may need different arrangements as the time progresses. Whilst we will set up the rotas up to half-term we need these to be flexible and meet the needs of our families.

We are trying to ensure that all vulnerable pupils are attending the academies with the support that they require on a day to day basis in order to support them. For any vulnerable pupils not attending we will undertake welfare checks, these will be prioritised against need from daily, every two days and weekly.

Senior Leaders on site will call all pupils on a weekly basis in order to ensure that they are safe and undertaking their learning.

**The Safeguarding Addendum implemented last March will now apply to any safeguarding concerns both on site or from remote checks. This will be sent out to all staff to make sure that all procedures are followed.**

### **Staff working arrangements:**

During this period of National Lockdown, all staff (unless shielding) are required to make themselves available for work when required by the Principal or designated senior leader. As we did in the previous lockdown, we will try and be as flexible as possible so that we attempt to accommodate childcare needs. This may not always be possible, it is important to understand that all academy staff are classed as Critical workers, therefore your own children are able to access a

critical worker place in their childcare provision or in their school, if they are of this age. All employees of Exceed can also access critical worker places at your academy if you are required to work on site at any stage during this lockdown.

**Half-term Holidays.** Staff are entitled to their holiday period however due to having to provide provision for critical workers and vulnerable pupils, we may need to allocate this break at an alternative period during the lockdown. Principals/Head Teachers will notify you of any changes to this in advance. During the holiday period, remote learning is not required.

### **Planning and PPA time:**

Remote learning should be planned for as stated above. Year group partners and phases can organise this in whatever way you choose in order to ensure that this is completed and our high expectations for learning are in place. Whilst on site providing critical worker and vulnerable pupil provision staff will not be expected to also undertake remote learning to pupils who are at home. This will be allocated within the rota system being compiled and other colleagues, not on site will implement this.

PPA time should be taken to support the planning process. This will be agreed by Principals/ Head Teachers and it can be blocked into weekly (1/2 day) or two-weekly allocations (1 day) PPA time must be communicated to parents by the Teacher on the seesaw or tapestry app so that the parents understand that Higher Level Teaching Assistants will be providing the feedback during this time.

### **Staff Communication and well-being:**

Principals/Head Teachers and senior leaders will communicate with staff on a regular basis via email, teams or phone. If staff cannot attend work for any reason due to sickness they must follow the staff absence procedures for their academy.

Well-being is hugely important at this time. We will implement our staff forums so that you can provide me with regular feedback and we can implement any changes that we need to make in order to safeguard our pupils and their learning.

Principals/Head Teachers will also implement some social gatherings in order to ensure that our community spirit continues and that we can laugh! I am even thinking of a Trust bingo night because it has always been my ambition to be a bingo caller since my Nan, made me play endlessly, on our holidays in Blackpool and Scarborough. I have all the lingo and this could be my chance to fulfil my ambition.

### **PPE and Health & Safety on site:**

As I stated in my previous correspondence on Sunday, all Health & Safety risk assessments have been reviewed on site and I was really pleased to hear your feedback about these measures. Please ensure that these are followed from the organisational plan to ensure your safety.

If you are living with vulnerable adults or children at home, it is really important that you follow the previous guidance that implemented about changing your clothes as soon as you enter the household and washing your hands thoroughly before you undertake any activity.

PPE will continue to be updated from our central stocks and you have my commitment that this will continue.

### **Social Distancing:**

Please could I ask that you follow all the guidance provided by the Government in order to keep you and your family safe. This is a very difficult time but it will only improve if we all adhere to the measures that have been put in place.

Finally, I want to again express my gratitude for your work. As public servants, it is important that we play our part in ensuring that vital services still continue. We will continue to update our staff, over the coming days of any further information. It is essential that we approach this in a calm, measured and conscientious way and we will get through it!

I want to reassure all colleagues again, that the education and safety of our pupils and staff are paramount in our planning, as well as the need to provide continuity in our provision.

Thank you so much and take care!

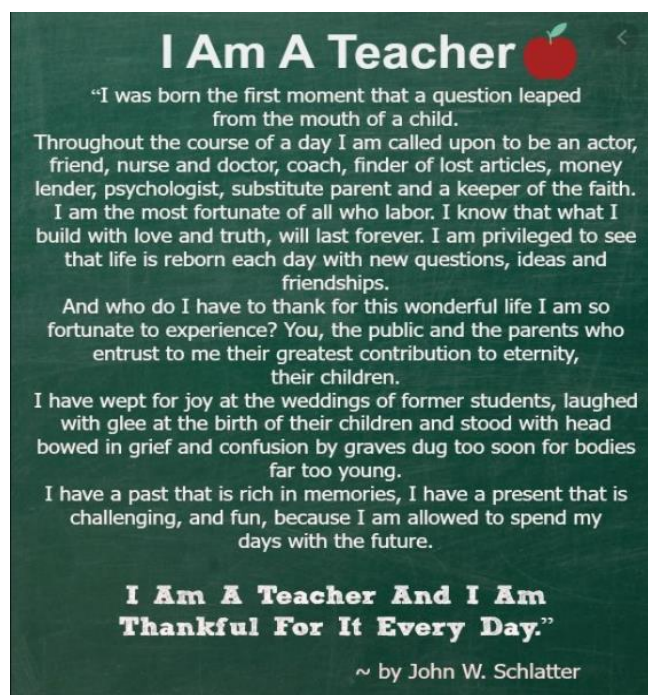
Yours sincerely,




**Mrs B.A Nixon**  
**CEO**



**Mr John Blount**  
**Chair of Directors Board**



**I Am A Teacher** 

“I was born the first moment that a question leaped from the mouth of a child.

Throughout the course of a day I am called upon to be an actor, friend, nurse and doctor, coach, finder of lost articles, money lender, psychologist, substitute parent and a keeper of the faith.

I am the most fortunate of all who labor. I know that what I build with love and truth, will last forever. I am privileged to see that life is reborn each day with new questions, ideas and friendships.

And who do I have to thank for this wonderful life I am so fortunate to experience? You, the public and the parents who entrust to me their greatest contribution to eternity, their children.

I have wept for joy at the weddings of former students, laughed with glee at the birth of their children and stood with head bowed in grief and confusion by graves dug too soon for bodies far too young.

I have a past that is rich in memories, I have a present that is challenging, and fun, because I am allowed to spend my days with the future.

**I Am A Teacher And I Am Thankful For It Every Day.”**

~ by John W. Schlatter