

01 May 2020

Dear Parents or Carers

I hope you are well and keeping safe.

I am writing to inform you that, based on parental feedback, we have now made changes to the way we are setting work on the online platform. Students will be set work in a fortnightly block for all subjects and clear instructions about the work, and how to submit work for feedback, can be found in dated folders on each subject area on the platform.

From Monday 4 May, all KS3 students will be asked to submit a key piece of work for a variety of the subjects they study. English, maths, science, history, geography and MFL will be setting work for submission every fortnight and art, technology, computer science and RS will set work on a rotation. Across the fortnight, students should submit eight pieces of work to their teachers for feedback. This may take a variety of forms, for example: extended writing pieces, worksheets, knowledge tests on platforms such as MyMaths or Seneca etc.

Although the final deadline for all submissions will be the Friday of the end of the two-week cycle, we strongly advise students to spread these submissions across the fortnight. Once a task is complete, they can submit it at any point within the fortnightly block. If your child has any issues at all with the work, they can email the subject-specific support emails at any time and a teacher will respond to them.

We completely understand that working from home comes with its own pressures and have put several things in place to support students with managing their workload. Firstly, subject teachers have worked hard to improve the layout of the platform to ensure it is not overwhelming for students when they log on. As you may have seen, work set is now in clearly dated folders for each fortnightly block and a set of clear instructions accompanies each piece of work. Older work will also now be archived so that students can still access it if they need to. The tasks set for students to submit are not long, onerous tasks but key pieces of that work that will allow class teachers to give students meaningful feedback once all work has been submitted at the end of the two-week block. We have also designed a 'KS3 Student Guide for Managing Workload' (attached to this email) and this includes a suggested timetable that may support students in managing their work submissions. We encourage students to do what works for them, but this example may guide those who need a bit more support managing their workload across the fortnight.

The health and well-being of your child remains our number one priority. If your child is having difficulty with managing their workload, please contact the pastoral support email and a member of our pastoral team can help them to find the right balance between work and home life. Finally, please find attached to this letter some Frequently Asked Questions that you may find helpful.

As always, many thanks for your continued support during a difficult time.

Kind regards



Vicky Loftus
Deputy Headteacher

Frequently Asked Questions

There is a lot of work on the platform and my child is feeling overwhelmed:

In response to parental feedback, Subject Leaders have recently made amendments to the online platform and the work set on the platform is now much clearer for students:

- Work is in clearly dated folders
- A set of clear instructions accompanies each piece of work for each fortnightly block
- Older work is now archived so that students can still access it if they need to, but it is not overwhelming for students when they log on

How can my child manage their workload on the online platform?

- Work will be set in a two-week block for all subjects, but students should not complete all this work at once
- We advise that students work on three subjects per day and set aside time for exercise and social activities during their day
- The 'Studying from Home' guide sent before Easter includes a template for a timetable that students may find helpful
- Students can also use the attached guide to help them manage their workload. This includes an example timetable that supports with managing submission deadlines
- If your child would like any further pastoral support with structuring his or her day, then he or she can contact the pastoral support email

How do I know which pieces of work my child needs to send in for feedback and how do they do this?

Students will be set work for each subject in fortnightly blocks and these are very clearly labelled within the instructions on the platform. On these instructions, it should clearly say which piece of work should be submitted and how. For example:

What work should I submit?	Write an opening description of a fairy tale villain. It should be no longer than a paragraph and should include some of the devices used by the Brothers Grimm in their creation of villainous characters.
When should I submit this work?	By 3:30pm on Friday 15 th May
How should I submit this work?	Work should be submitted via Microsoft Teams (see the instructions for submitting work on teams in this folder) If students do not have access to the internet/a device, then a printed pack of the work has been sent home with the workpack. If any student needs extra assistance, they can email English.support@driffield.org.uk Please use your main teacher's name as the subject of the email
How will I receive feedback on the submitted work?	Students will get feedback within the two-week window from their class teacher via Microsoft Teams.

- Each department may request for work to be submitted in a different way, so it is important that students check these instructions.
- Where students are working from a work pack at home, they should take a photo and send it in to the subject specific emails where they can.

All the work is due in on the same day. It is a time-consuming task to get it all scanned in and sent across to all subjects.

Students have a fortnightly block to complete work for all subjects. They can send this in whenever it is completed and do not need to wait until the submission deadline to submit it. We are recommending that students study three of their subjects a day. Once the work is completed, students can send it in at any point during the fortnightly block. It is fine to send a photo and send it across that way.

Could any handwritten work be dropped off at school and left for the teacher?

Due to social distancing, we are trying to minimise the amount of people coming into the school and would prefer for work not to be dropped off. All students are welcome to take a photo of their work and send it to the subject specific emails if they want to handwrite their work.

How will my child get feedback on their work?

Teachers will use a variety of ways to feedback to students on their work. These include:

- Feedback sheets emailed to students
- Feedback sheets uploaded to the online platform
- A short video recording of a teacher talking through common misconceptions

Teachers will mark work once all the work has been submitted. Students will receive feedback within the fortnightly block following the submission date.

What can I do if my child is struggling with the work content?

If your child has any issues at all with the work, they can email the subject-specific support emails at any time and a teacher will get back to them.

We have been having technical issues with the online platform (messages such as access denied):

Sometimes there are issues at busy times. We have noticed this is a common issue between 9 and 10am on Monday mornings. If this happens, close your browser and try to log back on a bit later. If the issue doesn't resolve, contact the school on the office email.