

28 April 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 some 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. Subject teachers have worked hard to ensure that the work set is 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, but this ensures the platform is not overwhelming for students when they log on.

All GCSE subjects will be requesting one piece of work to be submitted by the end of the fortnightly block. This may take a variety of forms, for example: essays, worksheets, knowledge tests on platforms such as MyMaths, GCSE Pod or Seneca etc. Across the fortnight, Year 10 students will have seven set pieces of work that they need to submit in preparation for their GCSEs. Although the final deadline 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. We have attached a 'Student Guide for Managing Workload' 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.

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. Likewise, if he or she would like any further pastoral support with structuring their day they can contact the pastoral support email.

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

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### **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 (prior to Easter) 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:

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| What work should I submit?                         | A full poetry essay, acting on the previous feedback.  |
| When should I submit this work?                    | By 3:30pm on Friday 24 April   |
| How should I submit this work?                     | By email to <a href="mailto:English.support@driffieldschool.org.uk">English.support@driffieldschool.org.uk</a><br>Please use your main teacher's name as the subject of the email<br><br>Work can be attached as a Word document or as a photo (with the work written by hand) |
| How will I receive feedback on the submitted work? | Class teachers will respond with feedback by email.  |

- 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.