



# Trumpington Community College

The best in everyone™

Part of United Learning

Dear Families,

From Monday 23<sup>rd</sup> March, all parents and carers are going to be directly involved in their child's education on a daily basis.

With children learning from home, you will supporting their learning in ways that you may never have considered before.

This is a partnership between us at school and you at home. Together, we'll do it really well.

We all know that children learn best when there is someone taking an active involvement in what they are doing and is there to encourage and support them.

Parents can feel nervous about being able to help their children with the subjects they are studying. This is normal and you don't need to be an expert to support your child at home. Some useful ways that parents can help their child's learning include:

- Taking an interest in what your child is working on. Ask questions, be curious, and ask them to teach you about something. Talking about the work being done is a great way to engage with the information and understand it long term - try to revisit topics or link them together to make proper learning even more effective.
- Looking at the work that has been set and ask questions about what they have learnt that day, for example:
  - Can you explain that to me?
  - Can you give me some evidence for that?
  - Can you make that clearer for me?
  - What do you mean when you say?
- Asking questions about what they think about the films and television shows they are watching, the books they are reading, or the news.
- Offering a lot of praise and encouragement. Giving your child praise for the hard work they have put in is really important and can keep them going. We know that children really value this from their parents.
- Providing your child with a space where they can work and write, as best you can. Ideally this is somewhere quiet and where there are no distractions. Make sure your child has a good routine in place for completing work. It might help to have specific times for using technology, going outside, reading, and completing school-work. Children are used to the routine of the school day and it's important to have this at home. For younger children you could put together a timetable of activities together. For older students, you could let them work it out for themselves - but do get them to explain their thinking to you so that they're putting enough time into the right activities. Make sure you are clear about the times where your child can work by themselves. This will help them and their independent study, and support you by giving you some essential personal space and time.

Every type of support you can offer your child is important. Where you have knowledge or an interest in a subject, it can be a great way to engage with your child.

But likewise, encouragement and awareness of what they are studying is equally as important - if not more so - than helping with the academic content.

I hope the accompanying guide and lesson overviews will provide you with enough additional information, although of course contact us if you have any query.

With all the best wishes,

Adrian Kidd



Led by the United Learning Trust in collaboration with Cambridge Academic Partnership.

Head Teacher: Adrian Kidd

Trumpington Community College is part of United Learning. United Learning comprises: UCST (Registered in England No: 2730748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Trumpington Community College  
Lime Avenue  
Cambridge  
CB2 9FD

t: 01223 551600

e: [enquiries@cap.education](mailto:enquiries@cap.education)

## INFORMATION FOR TRUMPINGTON PARENTS REGARDING SCHOOL CLOSURE

This advice is designed to support families in the continuing education of their children during school closures that have been ordered by the government in response to the growing seriousness of COVID-19 virus infections in the UK.

Trumpington Community College will be closed until further notice, from Monday 23rd March, except for the children of key workers and identified vulnerable students. If you are unsure of whether your child qualifies for continuing in-school education at this time, please contact us as soon as possible. A skeleton staff will be at school within school hours but form tutors and class teachers are contactable via email for parents and via Google Classroom for students. Here is a list of contacts for families:

|                               |               |                                  |                               |
|-------------------------------|---------------|----------------------------------|-------------------------------|
| 7TN                           | Ms Lakin      | slakin@cap.education             | Teacher of Geography          |
| 7TS                           | Ms Calzadilla | acalzadilla-arjona@cap.education | Teacher of IEC                |
| 7TE                           | Lauren Mills  | lmills@cap.education             | Teacher of Science            |
| 7TW                           | Kathleen Lee  | klee@cap.education               | Teacher of Technology         |
| 8TN                           | Mr McQueen    | smcqueen@cap.education           | Teacher of English            |
| 8TS                           | Ms McaFarlane | smacfarlane@cap.education        | Teacher of IEC                |
| 8TN                           | Mr Young      | byoung@cap.education             | Teacher of Maths              |
| 8TW                           | Mr Wakely     | cwakely@cap.education            | Teacher of Maths              |
| 9TT                           | Ms Draper     | cadraper@cap.education           | Teacher of English            |
| 9TR                           | Mr Maynard    | imaynard@cap.education           | Teacher of Music and I&S      |
| 9TU                           | Mr Carter     | bcarter@cap.education            | Teacher of Maths              |
| 10TT                          | Mrs Ruddock   | aruddock@cap.education           | Teacher of Maths              |
| 10TR                          | Mr Ionides    | jionides@cap.education           | Teacher of Science            |
| 10TU                          | Ms Hannington | khannington@cap.education        | Teacher of IEC                |
| 11HJo                         | Mrs Jones     | hjones@cap.education             | Teacher of Science            |
| 11HJy                         | Mr Joyce      | hjoyce@cap.education             | Head of I&S                   |
| <b>Head of Phase</b>          |               |                                  |                               |
|                               | Ms Bridges    | cbridges@cap.education           | Year 7/Teacher of Science     |
|                               | Ms Morabito   | tmorabito@cap.education          | Year 8/9/Teacher of Maths     |
|                               | Mr Wilson     | gwilson@cap.education            | Year 10/11/Teacher of English |
| <b>Senior Leadership Team</b> |               |                                  |                               |
|                               | Mr Kidd       | akidd@cap.education              | Headteacher                   |
|                               | Ms Pearce     | jpearce@cap.education            | Deputy Headteacher            |
|                               | Ms Lamb       | slamb@cap.education              | Assistant Headteacher         |
|                               | Mr Gallagher  | sgallagher@cap.education         | Assistant Headteacher         |
|                               | Ms Fanning    | sfanning@cap.education           | PA to Senior Leadership Team  |

## Student Services

|                          |                           |                              |
|--------------------------|---------------------------|------------------------------|
| Mrs Broome               | cbroome@cap.education     | Student Services, Behaviour  |
| Mrs Goldhawk             | cgoldhawk@cap.education   | Student Services, Attendance |
| Ms Anna-Maria Gnaccarini | agnaccarini@cap.education | Student Services             |
| Ms Murfitt-Ellam         | zmellam@cap.education     | Reflection Room Supervisor   |

## General Contact with the School

If families have general enquiries which they feel can neither be answered by the form tutor or subject teacher, the PA to the Head, Sue Fanning, will be able to direct your enquiry to the best person. We will answer any question you have as soon as we can.

Form tutors will make weekly contact with students to check on how students are in general, and to see how they are getting on with accessing their learning. Students will be **required to respond in writing to these weekly emails**. If we do not hear back from the child we will follow up by email and phone, as part of our safeguarding procedures. If we have no contact or response from the child over some days, we will instigate a home visit.

There will be frequent parentmail updates for families so that all of our community can remain well-connected. Please follow us on Facebook and Twitter. The school website will also be updated on a daily basis and any news can be easily viewed in this way.

Website: [www.cap.education](http://www.cap.education)

Twitter: : @CAP\_edu\_ | @Trumpington\_Edu

## Remote Learning


Students should access learning while the school is closed via Google Classroom, our online learning platform. We have checked that this is accessible to all students, but should your child encounter problems of any kind, you should contact Sue Fanning, who will be able to help. Work will be set for students each day by subject teachers, in advance and lesson by lesson. In this way, staff and students will be still working as normally as possible, but 'remotely'.

In some cases, students will have been provided with books or booklets to work with. Year 11, for example, may have revision guides to complete and will be directed to do so by their class teacher, with deadlines indicated. Students may complete work directly in books and booklets provided, in their exercise books or directly via Google Classroom, where appropriate. Where possible, students have been issued with exercise books to complete work in, but should they need additional books, some will be available for collection from the school reception.

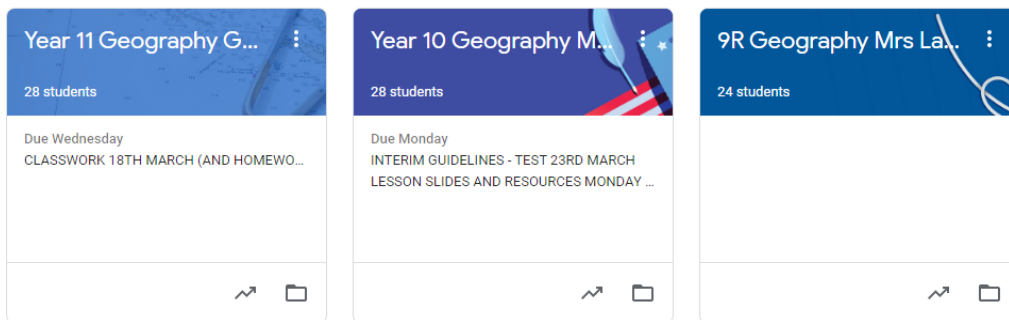
## How to Access Work on Google Classroom

Once your child logs on to their school account, they can open their Google Classroom page. Some students access Google Classroom via an app.



Log into their Chromebook (or a home device can be used with their Google School email) and open the Google Classroom. 

- 1) In the home screen, they will be able to access all of their classes and will be able to click on individual classes to find work. Some subjects have made individual year group classes to set work and your child has been made aware of this e.g. Maths.



- 2) They need to open the assignment and work through whatever has been set - this should be clearly marked as **Classwork**. These tasks will vary subject to subject and your child may opt to handwrite notes but we suggest the use of Google e.g. using the doc assigned to them or creating their own and attaching. This is so they can submit any work completed onto the assignment and the teacher can mark and return this work. A useful [website](#) can be found here along with a video here: [link](#)

Work can be submitted by creating a document, for example, or students could take a picture of their work and add that as a link or file.

Subject teachers will monitor work done in this way. Teachers will be able to see if students are logging on and completing the work set. Students can communicate with teachers, and teachers with students, using this platform. It is important that students are sensible at all times with their communications and that they adhere to the school behaviour expectations by addressing their teacher as 'Sir or Miss', for example, and generally maintaining a formal tone, as they would in class.

### Supervising Remote Work

You may want to do some of your child's work with them in order to provide them with support and company. An excellent way of becoming involved as a parent is to ask your child to explain their learning to you or to test

your child on their learning. This offers great opportunities to build on your family bonds at this important time and a little praise is always a welcome motivator!

Google Classroom offers a service called Google Guardian which allows you to receive regular updates to your own email address with a summary of work set by teachers and completed by your child. Guardian email summaries include:

- Missing work - work that's late at the time the email was sent
- Upcoming work - work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity - announcements, assignments and questions recently posted by teachers.

Families should have received invitations offering the opportunity to sign up to Google Guardian. We would recommend all families take the opportunity to receive these email summaries. Please contact us if you would like help in signing up.

Information, frequently asked questions and how to manage settings can be found here:

[https://support.google.com/edu/classroom/answer/6388136?hl=en&ref\\_topic=7175351](https://support.google.com/edu/classroom/answer/6388136?hl=en&ref_topic=7175351)

Finally, please encourage your child to keep taking pride in their work in the same way that their class teacher would normally, organising it well and completing it to a standard they can be proud of.

## **Support for Families**

If, at any stage, families require our support or a conversation during this time, please contact Sue Fanning. Or your child's tutor, or Head of Phase (all contact details on the first page of this document).

## **Managing Remote Work**

We have asked students to maintain, as much as possible, a 'normal' school day while working remotely. We have advised students to get up at the time they would normally get up, to make sure that they have a healthy breakfast and then begin work. We advise students to follow their 'normal' timetable, spending 50 minutes on each 'lesson'. If students wish to do their remote lessons in a different order to that shown on their timetable, there is no reason why they should not, but they should submit work by the deadline set by the teacher; normally the following 'lesson'.

Maintaining these routines will be very important in keeping a good, overall work-life balance - just as we would recommend as part of usual school life. Taking breaks between lessons, even just to step into the garden for a few minutes, will replicate the small breaks students get while walking between lessons. Taking longer breaks of 20 minutes or an hour, just as at break and lunch at school, is also a good idea. We, obviously, want students to feel able to maintain a manageable study routine during this period and starting as you mean to go on is key to achieving this.

We recognise that we must ensure that students have a good balance of other activities for their general wellbeing. Screen time, family time, being outside, communicating with friends, exercise and physical activity are all important parts of young people's lives and we should encourage doing a bit of something every day in order to achieve the right balance. We are mindful of the fact that a good deal of time may be spent on line under the current remote working arrangements. Families will have to manage total screen time for their

children carefully, of course, over this period to make sure that overall screen-time activity does not dominate a child's day. We would recommend reading of books as part of that variety of activities we are seeking to plan for. Many companies are making activities or resources available for young people and we will be sharing these with families as we find them.

Usual homework will be suspended during this remote learning period as students will have to be exercising a great deal of independence and self-regulation or 'grit' as an integral part of this new way of working. We hope that students will still read on a daily basis, engage in daily maths work using Hegarty online maths and that they will continue to use their Knowledge Maps to go over key learning. Teachers will, indeed, be incorporating some of these kinds of activities into their planned independent learning activities for students.

## **Wellbeing and Mental Health**

It is important during this time that students are encouraged to look after their mental health. This is an uncertain period and students are likely to have many concerns and questions over the coming weeks. To support you in having these difficult conversations with your children, the YoungMinds website has some advice and support for parents: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>.

Spending too much time on social media may add to the anxieties and worries students have during this time, so please encourage them to have regular breaks and to be cautious of believing everything that they read on social media. This is included, along with a number of other tips on the following BBC news article: <https://www.bbc.co.uk/news/health-51873799>. Please support your children in seeking information from reliable sources, the BBC Newsround website <https://www.bbc.co.uk/newsround> has a number of videos and articles that are clear and comprehensive, containing reliable sources of information for your family during this time. The World Health Organisation has also offered this advice on how to support children to cope with the stress of the outbreak: [https://www.who.int/docs/default-source/coronaviruse/helping-children-cope-with-stress-print.pdf?sfvrsn=f3a063ff\\_2](https://www.who.int/docs/default-source/coronaviruse/helping-children-cope-with-stress-print.pdf?sfvrsn=f3a063ff_2).

The Headspace app and website are offering free meditations and videos to support people throughout this time. These activities are easy to access for all and can be found here: <https://www.headspace.com/covid-19>.

It is important for students to have regular breaks, just as they would in a normal school day, to have opportunities to go outside for some fresh air and continue with their usual hobbies and activities at home. They should be encouraged to stay in regular communication with their friends and they can communicate with their teachers on Google Classroom.

If you have any queries or concerns about your child's mental health and wellbeing during this time, please do not hesitate to get in touch with your child's form tutor.

## **Exercise**

Please encourage your child to keep active while working remotely. NHS advice is to aim to keep active by raising your heartbeat on a daily basis for at least 20 minutes a day. The recommendation is to aim for an average of at least 60 minutes of moderate intensity physical activity a day across the week. Moderate intensity activities are ones that raise your heart rate, and make you breathe faster and feel warmer. "A healthy body equals a healthy mind"!

Below are some suggestions of exercises that you can complete at home:

| Pathway 1<br>PHYSICAL<br>WORKOUT  | Pathway 2<br>RUNNING   | Pathway 3<br>MENTAL<br>WELLBEING   | Pathway 4<br>PHYSICAL TASKS   | Pathway 5<br>NUTRITION   |
|---|--|--|---|--|
| <p>Home workouts (<b>Darebee</b>). There are over 1300 workouts, with a wide variety from running to HITT session. Easy to follow. Select an area, then level and complete.<br/> <a href="https://darebee.com/workouts.html">https://darebee.com/workouts.html</a></p> <p>Select a <b>Joe Wicks</b> HITT session.<br/> <a href="https://www.youtube.com/results?search_query=Joe+Wicks">https://www.youtube.com/results?search_query=Joe+Wicks</a><br/> <a href="https://www.youtube.com/watch?v=d3LPrhIOv-w">https://www.youtube.com/watch?v=d3LPrhIOv-w</a></p> <p>For young people with disabilities:<br/> <a href="http://www.activityalliance.org.uk/get-active/how-to-start">http://www.activityalliance.org.uk/get-active/how-to-start</a></p> <p><b>NHS</b><br/> <a href="https://www.nhs.uk/live-well/exercise/get-active-your-way/">https://www.nhs.uk/live-well/exercise/get-active-your-way/</a><br/>           (scroll down to the 'young people' section)</p> | <p>Basic Running to Running challenges Easy to follow. Select an area, then level and complete.<br/> <a href="https://darebee.com/workouts.html">https://darebee.com/workouts.html</a></p> <p>Couch to 5K<br/> <a href="https://www.nhs.uk/live-well/exercise/exercise-health-benefits/?tabname=couch-to-5k">https://www.nhs.uk/live-well/exercise/exercise-health-benefits/?tabname=couch-to-5k</a></p> | <p>Yoga with <b>Adriene</b><br/> <a href="https://www.youtube.com/watch?v=-jhKVdZOJM">https://www.youtube.com/watch?v=-jhKVdZOJM</a></p> <p>Meditation/Breathing/Relaxation<br/> <a href="https://www.youtube.com/watch?v=DWOHcGF1Tmc">https://www.youtube.com/watch?v=DWOHcGF1Tmc</a></p> <p>'HeadSpace'<br/>           Download Head Space.com App, for 10 minutes free meditation each day, for 10 days.<br/> <a href="https://www.headspace.com/">https://www.headspace.com/</a></p> <p>Sport reading books<br/> <a href="https://www.watstones.com/category/childrens-teenage/hobbies-interests/sports-and-outdoor-recreation">https://www.watstones.com/category/childrens-teenage/hobbies-interests/sports-and-outdoor-recreation</a></p> | <p>Wash your PE Kit and hang out to dry.</p> <p>Upkeep and maintain your bicycle</p> <p>Do some Physical housework within your household e.g. Hoovering, window cleaning, dusting, tidying your room etc You should raise your heartrate when completing these.</p> <p>Walking the dog.</p> | <p>Learn how to make a healthy smoothie<br/> <a href="https://www.youtube.com/watch?v=ZZxUxVZ1DwQ">https://www.youtube.com/watch?v=ZZxUxVZ1DwQ</a></p> <p>Eat a healthy breakfast</p> <p>Find a healthy balanced meal in a book or online, write out the recipe and which food groups are included , if possible make the meal .</p> |

## In Summary

- We will keep in regular contact with you
- We will set work for every lesson for your child
- Students will complete work on Google Classroom and in exercise books
- Teachers will monitor students' work
- Families can help to maintain students' motivation
- Students must adopt and maintain routines
- They must balance work, leisure and exercise to keep healthy and happy.

We have been deeply touched by the messages of support for the school and for the work that we have been doing to try to care for your child and manage their continued learning in these challenging circumstances. We will continue with our efforts in this regard and we wish you and your families all the very best. Please keep in touch if you need to.

All the very best,

Adrian Kidd

Headteacher  
akidd@cap.education