



Parkside Community College

The best in everyone™

Part of United Learning

Friday 20th March 2020

Dear Students

From Monday 23rd March, as you know, school will be closed to the majority of students until further notice due to the Coronavirus outbreak. Your teachers will be expected to set you work for your lessons via Google Classroom. We have asked that they post relevant resources and instructions by 08:30 on the day of your normal timetabled lessons. However, things don't always go as planned for a variety of reasons so we ask that you are understanding if that is the case.

We will start with things that we know will work: slides to work through, questions and so on. We might get onto filming some teaching later on.

Here are some things to remember which can help you with your learning:

- A good breakfast, regular exercise and quality sleep will go a long way.
- If possible, try to work in a quiet space at home.
- Get into a good routine and try to stick to it. Try to start at a specific time, take breaks (not too regularly!) and end at a specific time.
- Try to look at the work set for the day at the beginning of each day and complete each task, one at a time.
- Work hard and stay focused for the duration of that lesson.
- Contact your teachers via Google Classroom or email if you have questions.
- If your parent/ carer is available, talk to them about the work being done or ask if they can help (if they aren't working).

I know that some of you may be feeling unsettled about this change but try to make the best of this situation; I'm sure you will develop some real skill in working independently. Stay in touch with one another. We will keep regularly in touch with you. I will try to write to you every day.

Look after yourself and look out for your family members and friends. If you get worried about things, remember we are still here to help and support you in the best way we can. We will also be in touch with some of you on a regular basis to make sure things are alright. The below websites are also good sources of information:

- <https://youngminds.org.uk/blog/what-to-do-if-you-re-anxious-about-coronavirus/>
- <https://www.beyondblue.org.au/the-facts/looking-after-your-mental-health-during-the-coronavirus-outbreak>
- <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

'James Bond Will Return' - this appears at the end of these films, which I love. Let me echo this message: 'Parkside Will Return'. I know it will return stronger for this experience. Already, I can feel that the bonds between people have strengthened. My staff have been fabulous and I need to thank them all. I want to thank you too.

The staff and I are incredibly proud of you. Take care

Craig Morrison



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

Executive Head Teacher: Craig Morrison

Parkside Community College is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748, 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.

Parkside Community College
Parkside
Cambridge
CB1 1EH
t: 01223 712300
e: enquiries@cap.education



Parkside Community College

The best in everyone™

Part of United Learning

Friday 20th March 2020

Dear Parents and Carers

I want to offer my heartfelt thanks to you for the wonderful support you have shown for our school in this last, very difficult week.

I will keep this brief and signpost you to a few key things:

- If you feel you are a **keyworker** and would like to discuss accessing some provision at school, please email kcraddock@cap.education as soon as possible. I will then get in touch with you.
- If we feel that your child might benefit from access to school, e.g. for additional needs, we are getting in touch today
- If your child qualifies for Free School Meals, you will receive a supermarket gift card in the post next week. Should you need help with food before you get this, **email me** and we will arrange for some food to be collected or delivered.
- For student who will be coming into school, food will be provided and we will pay for this.
- Details of the timings for those coming to school will be shared direct with you.
- Should you be struggling with something and you need someone to listen or some help, **email me** and I will do my best to help you or to find someone who can.

A sheet with details of how we plan to operate the online learning, together with contact details will come out to you with the parentmail version of this letter.

Please bear with us in these next few days as a lot is changing and we may make mistakes here and there. We will do our very best for you.

I want to close by extending the love and best wishes of my family to yours,

With thanks

Craig Morrison



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

Executive Head Teacher: Craig Morrison

Parkside Community College is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. 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.

Parkside Community College
Parkside
Cambridge
CB1 1EH

t: 01223 712300

e: enquiries@cap.education



Parkside Community College

The best in everyone™

Part of United Learning

INFORMATION FOR PARENTS REGARDING SCHOOL CLOSURE

Published 20th March 2020

This advice is designed to support families in the continuing education of their children during the school closure in response to the growing seriousness of COVID-19 virus infections in the UK.

Parkside Community College will be closed until further notice, from Monday 23 March, except for the children of key workers and identified students who have been invited to school. Year 13 will be able to access the Eden Centre next week, until we get clarity on the future of IB Exams, by Friday 27th March. 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 key contacts for families:

Mr Morrison	cmorrison@cap.education	Executive Headteacher
Miss Su	msu@cap.education	Deputy Headteacher
Mr Ellams	jellams@cap.education	Head of Sixth Form
Mr Crane	jcrane@cap.education	Assistant Headteacher, KS4 (Safeguarding Lead)
Ms Moore	jmoore@cap.education	Assistant Headteacher, KS3 (Y7-9)
Ms McGowan	hmcgowan@cap.education	Assistant Headteacher
Mrs Craddock	kcraddock@cap.education	PA to the Leadership team
Ms Nevin	nnevin@cap.education	SENDCO
Ms Minett	aminett@cap.education	Head of English
Mr Biltcliffe	abiltcliffe@cap.education	Head of Maths
Mr Roberts Rayne	eroberts-rayne@cap.education	Head of Science
Mr Turner	mturner@cap.education	Head of Individuals & Societies
Ms Minshull-Beech	lminshull-beech@cap.education	Head of International Education & Communication
Ms Lazenby	tlazenby@cap.education	Lead Teacher of Technology
Mr Burgess	rburgess@cap.education	Head of CREATE
Mr Dixon	idixon@cap.education	Head of PE

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 Headteacher, Kate Craddock, will be able to direct your enquiry to the best person. We will answer any questions you have as soon as we can but please be understanding if there is a slight delay.

If any student needs to speak to a member of staff because they do not feel safe, they can come to school during working hours and someone will help. Or, if you are self-isolating, email us.

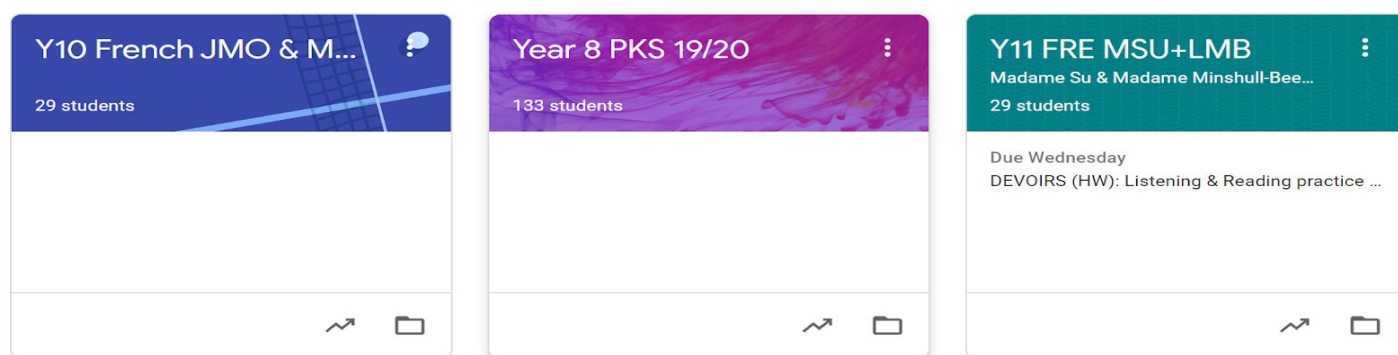
Remote Learning

Students should access learning while the school is closed via Google Classroom. We have checked that this is accessible to all students, but should your child encounter problems of any kind, you should contact enquiries@cap.education and someone will get back to you. 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'.

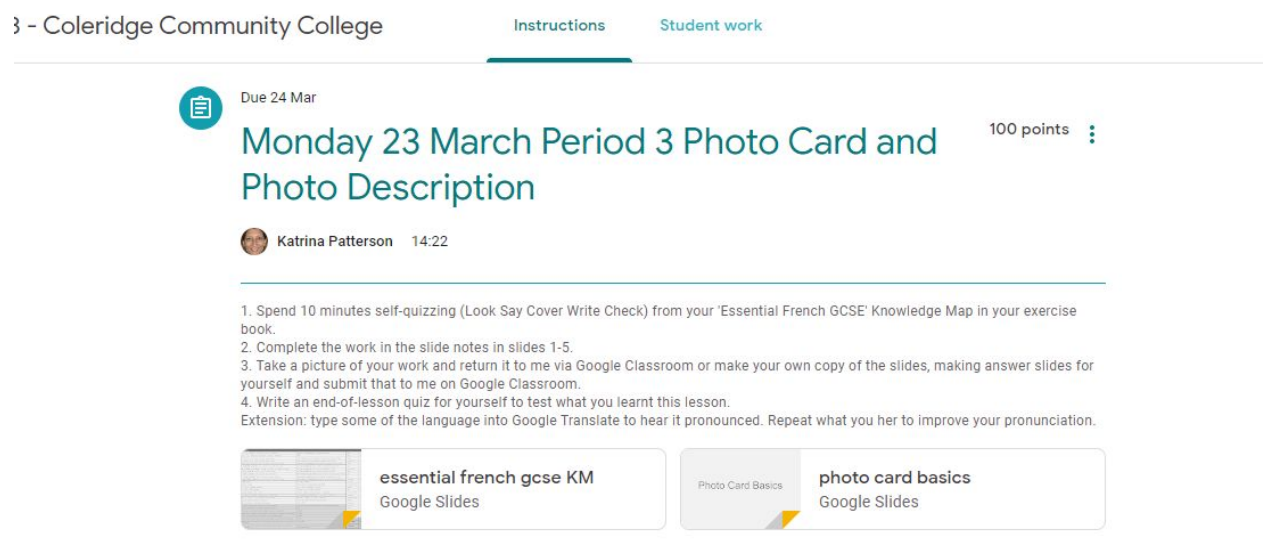
How to Access Work on Google Classroom

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

1. Student selects their subject class.

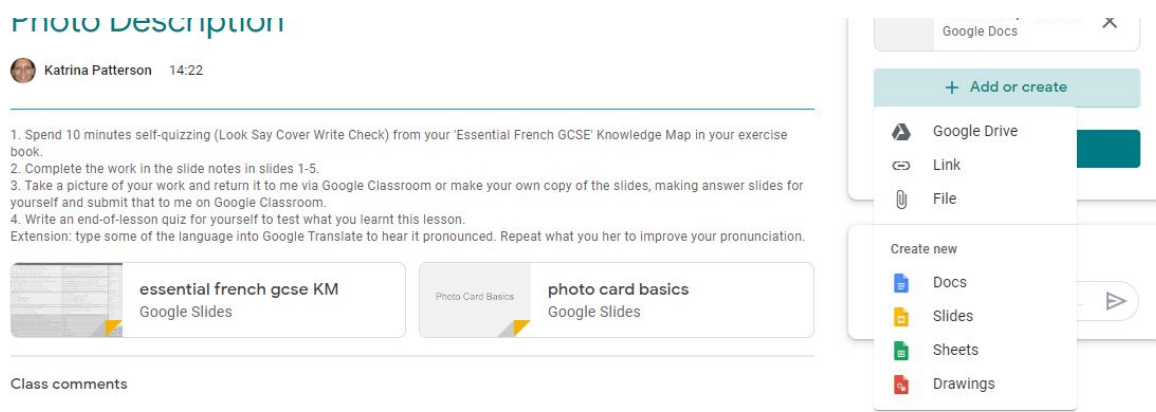


2. Student selects a 'post' (usually the most recent one), for the lesson they need to work on.



Students are also sent an email notifying them of tasks set so they can just click on these to access work.

3. Student submits work via the 'Add' button and drop-down menu on the right hand side.



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. Teachers may specify that some work is done in exercise books.

Teachers will monitor work done in this way and will be able to see if students are 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 'Ms', for example, and generally maintaining a formal tone, as they would in class.

Supervising Remote Work

If possible, you may wish to support your child's learning during the school closure period. An excellent way of becoming involved as a parent or carer 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.

Earlier in the year, we invited families to sign up to Google Guardian. We would recommend all families take the opportunity to receive these email summaries. Please contact Kate Craddock if you would like help in signing up. Information, frequently asked questions and how to manage the settings can be found [here](#).

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 Kate Craddock.

Managing Remote Work

We have asked students to maintain, as much as possible, a 'normal' school day while working remotely. We have provided students with some advice on remote learning. 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'.

We recognise that we must ensure that students have a good balance of other activities for their general wellbeing. 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.

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 and engage in daily maths work using Hegarty Maths, for example.

Well-being 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 may have questions and concerns over the coming weeks. To support you in having these difficult conversations with your children, the [Young Minds website](#) offers advice and support.

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. Some useful links here:

- Mental health tips from the following [BBC news article](#).
- [BBC Newsround website](#) has clear and comprehensive information.
- The [World Health Organisation](#) offers advice on how to support children cope with the stress of the outbreak.
- [Headspace app](#) and website are offering free meditations and videos.
- Encourage your child to carry out [Random Acts of Kindness](#) to support their local community.

MIND, the mental health charity, have published [resources](#) to help people of all ages, for instance, how to deal with self-isolation.

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.

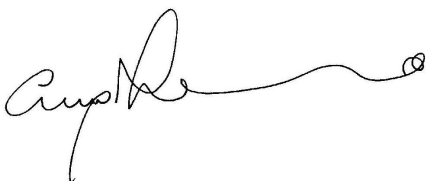
Exercise

Please encourage your child to keep active. NHS advice is to keep active by raising the 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"!

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 should adopt and maintain routines.
- Students must balance work, leisure and exercise to keep mentally and physically healthy.

We have been deeply touched by the many 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 circumstances. We will continue with our efforts in this regard and we wish you and your families all the very best.



Craig Morrison
Executive Headteacher
Friday 20th March 2020