



3<sup>rd</sup> January 2021

Dear Parents and Carers,

In this letter:

- Arrangements for Week commencing Monday 4<sup>th</sup> Jan
- Guidance for parents and students regarding online learning
- Charging for disposable face coverings from January
- In-school asymptomatic Covid testing
- Further information regarding the start of term and parental Q&A session - Sun 3<sup>rd</sup> Jan 5pm

### **Arrangements for week commencing Monday 4<sup>th</sup> Jan**

As you are aware from previous letters, all students (other than children of keyworker families/those in need of additional support who have requested in-school supervision) will be learning from home via Microsoft Teams/Firefly.

Key details:

- Students will follow their normal school timetable, including timings, and most lessons will have approximately at least 30 minutes of 'live learning', with additional tasks being set for the remainder of the lesson. Where teachers are unavailable (e.g. through illness) classes may be paired up with another class for 'live learning', or cover work may be set on Teams or Firefly.
- Tasks should be completed and submitted on Firefly (or Teams, if instructed), and teaching staff will be checking completion of these.
- Submission of tasks will be checked for all/most lessons, and feedback will be given on a regular basis (but please do not expect this to be for every lesson, as this is unmanageable for teachers).
- Tutor time will take place as usual on Monday morning and Friday.
- Student attendance at tutor time and lessons will be registered as usual. Pastoral staff will follow up non-attendance at lessons.
- If students have any issues with access to Microsoft Teams they should email [TRTICT@gordanoschool.org.uk](mailto:TRTICT@gordanoschool.org.uk).

For any children of keyworker families/those in need of additional support (including lack of access to IT) please ensure that you have completed the following survey if you are requesting in-school supervision as a matter of urgency:

<https://forms.office.com/Pages/ResponsePage.aspx?id=wwKbEeKstEKPNgL1svSOdDuyvuXW7R5Co7hjpMtF9ORUQ1ZEN0tYSzcvSVg5NzZaNFZBS0RaTkhQM4u>

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#### **Headteacher: Mr T W Inman, BSc**

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Students attending school during the week of 4<sup>th</sup> January should arrive for their normal start time. They are not required to wear school uniform, but should be dressed appropriately for school and bring/wear face coverings as usual. The allocated rooms for each year-group are as follows:

- Year 7 - BAF/H1
- Year 8 - IT1/IT3
- Year 9 - IT6
- Year 10 - IT7
- Year 11 - Learning Hub (In Inclusion area)
- Sixth Form - by arrangement with the Sixth Form team

These students will be accessing their online lessons in IT rooms, so need to bring headphones that are compatible with the headphone port on a computer. They should bring all equipment required for their lessons that day. It would also be advisable to bring some additional study materials or a book.

If any student is unsure of what to do on arrival at school on Monday 4<sup>th</sup> January, they should go to the Student Centre, where assistance will be provided.

### **Guidance for parents and students regarding online learning**

Please see the guidance regarding 'live' lessons on Teams at the bottom of this letter and ensure that your child(ren) has/have read this prior to the start of term. It is essential that students follow the guidance to ensure the smooth running of live learning and to safeguard students and staff.

### **Charging for disposable face coverings from January**

As students do return to school, a reminder that we will be introducing a £1 charge for a disposable face covering (with the navy washable face coverings still available for £2). The vast majority of students are bringing in and wearing face coverings as expected, but a few are still not taking the responsibility they need to. Those wearing a disposable face covering should always have at least one 'spare' in case it breaks.

The £1 charge will be added to ParentPay.

### **In-school Asymptomatic Covid Testing**

Please see guidance from Friday's letter regarding asymptomatic testing in school and familiarise yourself with the online materials in preparation for responding to our request for electronic consent early next week.

Please also see Friday's letter for details on offering support for our school testing programme, in a paid or voluntary capacity. Thank you in advance to anyone that would be willing to do so to help us provide as much protection as possible for our community and continuity of education over the coming months.

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### Further information regarding the start of term and Parental Q&A session – today at 5pm

We are offering a parental 'Q&A' session on Zoom to give parents the opportunity to seek any further clarification on arrangements for the new term. This will take place this afternoon at 5pm, with the link below:

<https://us02web.zoom.us/j/82165197482?pwd=bHNCVFNyWFZlWVUrNjFJUGJhUy90Zz09>

Meeting ID: 821 6519 7482

Passcode: 864646

As ever, do contact us with any queries or issues. Please direct enquiries to [mailbox@gordanoschool.org.uk](mailto:mailbox@gordanoschool.org.uk) unless it is an enquiry specifically for an individual member of staff. Please also remember that teaching staff, in particular, will be very busy delivering online lessons and it may take a couple of days to respond to queries. They will, of course, prioritise urgent queries, but if urgent we would suggest calling the school.

My thanks in advance to our parents and wider community for all that I know you will continue to do in support of our community. We have a challenging couple of months ahead of us, but there is hope, and light at the end of the tunnel. In the meantime, we will continue to do all we can to keep everyone safe and keep the consistency of education going for our students.

Wish best wishes for the start of the new term,

Tom Inman  
Headteacher

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## **Gordano School Guidance for Students and Parents/Carers on Livestream/video lessons or contact with students**

As we move towards more 'live' contact, it is essential to outline our expectations of behaviour and conduct in order to safeguard our students and staff.

Following the guidance and expectations below is imperative, and failure to adhere to these will result in the student not being invited to any further live contact sessions, and may result in further consequences should circumstances dictate it so.

Therefore, please read the guidance and expectations carefully as parents/carers and with your children, ensuring the children are clear on what is expected.

As follows:

### **School staff will:**

- Provide live contact (1:1 may only occur where there is another adult present. This will be decided on a case by case basis). All live contact will be recorded.
- Provide contact whilst against a natural/plain background.
- Wear suitable clothing.
- Record the live session so that if any issues were to arise, the video can be reviewed. These recordings will be held securely on the school network.
- Use professional and appropriate language.
- Only use Microsoft Teams or Zoom (with secure access) for delivering live content.
- Log the length, time, date and attendance of any sessions held.
- Communicate through any live platform from school email addresses to school email addresses only. Staff will never use private email addresses to correspond with students or parents.
- Mute attendees on joining.
- Use their own discretion on screen sharing/turning on their camera.
- Abort the session or remove a student should there be any unwanted behaviour or conduct and will report this to the school and parents as necessary.

### **Students will:**

- Sit against a natural/plain background, ensuring that there is nothing in the background that is inappropriate. The member of staff may feel that there is something inappropriate where students do not. We would expect the student to reposition should this be the case.
- Wear suitable clothing - e.g. no pyjamas.
- Be located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open.

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- Double check that any other tabs they have open in their browser would be appropriate for their teacher to see, if they are sharing their screen.
- Only use platforms provided by Gordano School.
- Communicate through any live platform from school email addresses to school email addresses only. Students will never use private email addresses to correspond with staff.
- Mute until asked to unmute by the member of staff running the session.
- Turn cameras/screen sharing off at their discretion, or that of their parents/carers.
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.
- Behave and conduct themselves appropriately, as they would in the classroom, or they will be asked to leave the session or the session may even be aborted.
- Not record, screenshot, mute or otherwise the session as this will breach the acceptable use policy, in turn resulting in serious consequences for the student.
- Not share any content they may have recorded or have been sent by another student. Any such actions should be reported to the school as soon as possible.
- Pass on any concerns they have about any element of the session to their parents/carers. This concern should be raised with the school as soon as possible.

Parents/Carers will:

- Read the guidance and expectations outlined above, and ensure these are adhered to by the student when taking part in any live session.
- Be expected to be present in any 1:1 session, should a 1:1 session be necessary and their presence is requested.
- Wear suitable clothing if the chances are that they will be passing within screenshot whilst moving around their household.
- Ensure their child is located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open.
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.
- Not share any content they may have recorded or have been sent by another parent/carer. Any such actions should be reported to the school as soon as possible.
- Raise any concerns they have about any element of the session with the school as soon as possible.

Again, we would ask that students and parent/carers ensure they have read the above guidance and expectations carefully and adhere to them at all times. Doing so will result in a more valuable experience that is safe and positive for all.

January 2021

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