

27th March 2020

Dear Parents/Carers/Students,

We, and Mr Backhouse (Chair of Governors) hope this letter finds you and your family well and that you are managing to cope with the demanding and challenging circumstances we find ourselves in. Please be reassured that we continue to be committed to working with and supporting you all and ask that you email key staff (see Guidelines for Students – reproduced overleaf) with any requests of support or concerns.

A scam email is being set out purportedly from the DFE asking you to submit bank details if you think your child is entitled to free school meals. THIS IS A SCAM and should be ignored and deleted. No educational establishment or the DFE will ask for your bank details.

All of the Council's Children's Play Areas and Ball Courts are closed to help reduce the spread of coronavirus, because it can survive for 12 hours on metal and 36 hours on plastic. Please do not put your children at risk by ignoring these closures. The Council has taped off all play areas as hazardous or locked those with fences. Please don't remove that hazard tape or lift children over locked fences because it creates an unnecessary and significant risk to you and your children. The Council would prefer not to have to close parks completely and hopes to avoid this with everyone adhering to the request not to enter areas that are marked with hazard tape or locked

If you do visit a park for walking or exercise, please remember to keep a distance of 2 metres, or 6.5 feet apart from other people. If you find a park is too overcrowded please visit at another time or view Google for real time visitor numbers. We know parks are a vital lifeline for many of you so please help us keep them open by not entering the play areas and ball courts that are out of bounds so that you can still access the space but do what is necessary to protect you and your family and to support the NHS.

Students in Years 7 to 10 should be logging on to SMHW daily to complete the work set by their teachers. Support with accessing this can be found on our website. If any student is unable to access this, please let us know and we will arrange for hard copies to be posted to you. It is important that students have a structured and balanced day.

It is also important that students in Years 11, 12 and 13 continue to engage with their learning as we are still waiting for confirmation from Ofqual regarding how exam grades are going to be awarded. Mr Marsham emailed all Year 11 students on Tuesday with guidance specific to (reproduced overleaf).

Guidelines for ALL students during enforced closure is also reproduced overleaf (How Best to Support Students At Home Plan).

Yours sincerely,

Allison Greenwood
Co-Headteacher

Lynn Campbell
Co-Headteacher

Guidelines for Students during forced closure

- Students should try to stick to a routine throughout school closure to help them cope with the shutdown. This includes a wake-up time and time to go to bed. Time for breaks and relaxation, as well as exercise. A template can be found at the bottom of this letter.
- Students are expected to work from home as directed by their class teacher via show my homework. (if there are problems with SMHW please email mirr@mayfieldschool.net)
- If a student falls ill or is helping with another family member who has fallen ill we would not expect students to work during this period. If students could let their teacher know where possible. (this could be sent to the teacher through show my homework or to their Year Group Leader by email)
- Students are not expected to follow a normal school timetable but are advised to do a few hours of schoolwork each day. At KS3 students should try to work for core subjects twice a week and all other subjects once a week.
- For GCSE and A level students should work for each subject 2 – 3 times a week or more if completing work for NEA.
- Students studying for GCSE and A levels should continue with the work set for them. If they have been asked to complete any exam style questions or essays, then these should be submitted to the teacher.
- Students should try to read at home where possible. In the absence of libraries being open Amazon are offering free online books whilst schools are closed and can be accessed here: <https://stories.audible.com/start-listen>.
- Students should make sure that they are exercising inside the house or in the garden daily for their own health and well-being. One possible way of doing this is Joe Wicks You tube channel (<https://www.youtube.com/user/thebodycoach1>)
- Form tutors and Year Group Leaders are setting work for tutorial focused on well-being and mindfulness. Please engage in this on a regular basis (once a week) to make sure you are staying emotionally and mentally fit.
- The school may adapt and change these guidelines as more information from the government becomes apparent. The school may participate in other online platforms as a way to more meaningfully engage students in their learning at home.

As well as all of the above some specific guidelines for Year 13

What does this mean for your UCAS application?

UCAS are working with universities and colleges and the Government to support you in these unprecedented times. The Government has asked universities to *stop making unconditional offers or amending existing offers for two weeks*. This is because they're worried you'll feel pressured to accept these offers over others you might be better suited to. **Our advice to students who have received an unconditional offer is always to consider whether this is the right provider and course for you, before you make any decision.**

To give you time to make your decisions – and to understand more about how qualifications will be awarded this summer, UCAS have **extended**:

- May's offer deadline for UCAS Undergraduate applicants
<https://www.ucas.com/undergraduate/after-you-apply/coronavirus-covid-19-latest-updates>

During this time, it's important to remember that places are not decided on grades alone. Information in your personal statement and reference are part of the decision-making process along with your interview, portfolio, audition, and any other information that's relevant to your potential to succeed on an undergraduate course.

- Should you have *any* further questions regarding UCAS offers please email Miss Sambhi and Mrs Pillay.
- Year 13 are encouraged to research recommended reading available for their chosen degree subject.

- If a student has a concern, then in the first instance they should contact their Year Group Leader and Assistant Year Group Leader.
 - Year 7: warmingera@mayfieldschool.net
 - Year 8: smiths@mayfieldschool.net, hollingsworthm@mayfieldschool.net
 - Year 9: barlingm@mayfieldschool.net, ferreiraj@mayfieldschool.net
 - Year 10: southgatea@mayfieldschool.net, ramseya@mayfieldschool.net
 - Year 11: waltersr@mayfieldschool.net, ashwelln@mayfieldschool.net
 - 6th form: pillays@mayfieldschool.net, mccarthy@mayfieldschool.net, spicerw@mayfieldschool.net

- If you are still having any further issues, then please contact the relevant member of SLT.
 - Year 7 & 8: ferrarg@mayfieldschool.net
 - Year 9 & 10: tuckerj@mayfieldschool.net
 - Year 11: marshama@mayfieldschool.net
 - 6th form: sambih@mayfieldschool.net

Thank you for your continued support during this difficult period.

Example Weekly Routine

Day	Set time to wake up	Exercise	Morning session	Break	Afternoon session	Break	Evening session	Set time to go to bed
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

- Exercise and Breaks can be introduced as much as you like.
- Ensure you get some fresh air each day.
- Reduce/Restrict time on social media/gaming devices

MR MARSHAM'S MESSAGE TO YEAR 11 STUDENTS

24 March 2020

Dear Year 11,

Information regarding your exams

Yesterday Mr Pointon wrote a letter outlining the government's plans on awarding your grades. Your parents would have received a text message directing them to the webpage where it can be found. I have attached it for you in case you didn't receive the message. Other important school messages can be found here and will be continually updated as we get new advice from the government (this includes about awarding grades).
<https://www.mayfieldschool.net/314/letters-home-1>

Teachers will be involved in helping to determine your grades, so please make sure you are continuing to engage with work set and targeting areas for improvement.

Please do not contact your teachers asking what grade you are on or what you are predicted as they have been instructed not to answer you. Your most recent PPEs were a snapshot of your overall progress and not a final result. I ask again that you engage with the work set and look to target areas for improvement.

I realise some of you left work at school. In line with the most recent government advice we are not allowing any unnecessary people onto school site to minimise everyone's risk. So for the time being please just work with what you have.

If you have any questions or concerns please feel free to email me.

Wishing you all well.

A. Marsham
Assistant Headteacher

HOW BEST TO SUPPORT STUDENTS AT HOME PLAN

Date	Title	Group call message	Link to be sent out or placed on the website	
27/03/2020	How to best support students at home	Look out for regular updates on Mondays and Fridays of how best to support students at home.		
30/03/2020	The bigger picture for all	Help explain to your children what is happening with the current pandemic. (Government documents also translated into other languages)	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	
01/04/2020	The bigger picture for students	A quick and easy information guide and trusted links for students	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874281/COVID-19_easy_read.pdf	
06/04/2020	Exams	The governments information and guidance for students missing GCSE, AS and A-Level exams in 2020	https://www.gov.uk/government/publications/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020	
08/04/2020	Studying at home	Keep children familiar with routines and ensure they continue to complete school work on a daily basis.		
13/04/2020	News and Media	Remind your children to check the source of information regarding COVID 19. Not everything on social media is reliable and true. See the Government news and guidance.	https://www.gov.uk/search/news-and-communications?topical_events%5B%5D=coronavirus-covid-19-uk-government-response	
15/04/2020	Student mental health	Teenage social distancing, what you may be hearing/seeing and what it could really mean. Tips for helping you through social isolation	https://drive.google.com/open?id=1aa-Q_QsfJM9IXVZCyPNSvuUXs77WPLz4	https://www.redbridge.gov.uk/coronavirus-information-hub/tips-for-helping-you-through-social-isolation/
20/04/2020	21 Things to do whilst social distancing	21 things suggested by the LBR to do whilst social distancing	https://www.redbridge.gov.uk/coronavirus-information-hub/21-things-to-do-while-social-distancing/	
22/04/2020	Top tips to keep young minds educated, entertained and connected	Top tips from LBR on how to keep young minds educated, entertained and connected during social isolation	https://www.redbridge.gov.uk/coronavirus-information-hub/top-tips-to-keep-young-minds-educated-entertained-and-connected/	