

8th June 2020

Dear Parents/Carers/Students,

We hope this letter finds you and your family well.

In order to facilitate the increase in face-to-face contact students in Years 10 and 12 have with their teachers, subject teachers will be holding learning conversations with students; if not already completed, these will take place this week. The calls will be made to parent phone numbers between 9am and 6pm and may often come from a withheld number so please do answer. If the school does not have your up-to-date phone number then please call and update us on 020 8590 5211. If it is not a convenient time to speak, please arrange a different time with the teacher. From Monday 15th June, teachers will be hosting some live online lessons for Year 10 and Year 12 students. We are aiming to share a timetable detailing when the live online lessons will take place - please look out for this in future communications. The lessons will all take place on Microsoft Teams so, if you have children in Year 10 or 12, please make sure they know how to access Microsoft Teams.

How to set up Microsoft Teams on my device

This one-minute video gives a quick overview of Microsoft Teams which you may find helpful – https://support.office.com/en-us/article/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?wt.mc_id=otc_microsoft_teams.

You can use Microsoft Teams on any device – phone, laptop, iPad, etc. To set up your account: - Go to: https://support.office.com/en-us/article/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams

- Click on either of the links in the 'Get the app you want' section
- Sign in using your school email address and password.

There are a range of support videos here which you may find helpful - https://support.office.com/en-gb/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?wt.mc_id=otc_home.

How to use the 'chat' function on Microsoft Teams

You can use the 'chat' function to have discussions and share information/resources with teachers. This page explains how to start and use 'chat' - https://support.office.com/en-us/article/start-and-pin-chats-a864b052-5e4b-4ccf-b046-2e26f40e21b5?wt.mc_id=otc_microsoft_teams.

All of us want to get children back into school as soon as it is safe to do so. We do not want to see our classrooms empty for a day longer than necessary. However, in re-opening the school in a phased and gradual way, our first priority has to be the health and well-being of all students, staff and their families. We have written our Operational Plan for Re-opening and additional risk assessment and these have been submitted to the Local Authority and Governing Body for approval. On receipt of this, we will share them with you. However, it is our intention to continue with the current provision for all year groups; additional live lessons for years 10 and 12 and our current provision for vulnerable students, those with EHCPs and children of key workers. In addition to this, we are re-opening the school to Year 10 and 12 students who have struggled to access the online provision. Parents/carers of the students that fall in to this category will receive a phone call this week.

Like many, we have watched with dismay as the events in America have unfolded over the last week or so. This struggle concerns us all and we all stand together in solidarity. Amidst the sadness we feel at the events we are seeing, we have found solace in the fact we know our young people will lead us to a better future. One of the great privileges of working in a school is seeing every day the huge potential that young people have to change the world. As a school we will continue to educate our community about anti-racism.

We have almost completed the process of allocating and ranking grades for Year 11, 12 and 13 students; these will be submitted to the exam boards at the end of this week. We respectfully remind you that we are unable to discuss this process with you.

A level/AS results will be published on 13th August 2020 and GCSEs on 20th August 2020. We will give more details regarding Results Days as we get closer to the time.

We will be contacting our current Year 11 students very soon with the transition work that will prepare them for their Sixth Form studies; this will be emailed directly to the students. Given the uncertainty of when Year 11 will commence their Sixth Form studies and outcomes of exam grading, if we offer the appropriate pathway/qualification, we would strongly encourage Year 11 students to continue their education at Mayfield Sixth Form. If you have any questions regarding entry to the Sixth Form, please email Miss Sambhi (sambih@mayfieldschool.net)

Please be reassured that we continue to be committed to working with and supporting you all and ask that you email key staff with any requests of support or concerns.

Yours sincerely,

Allison Greenwood
Co-Headteacher

Lynn Campbell
Co-Headteacher