

Haileybury Turnford

Ambition · Pride · Success

18th June 2020

Dear Parent/Carer

I hope you and your families are keeping well during this unusual time. This letter will outline changes to our curriculum provision over the remaining weeks of the summer term as well as staffing changes from September.

Curriculum Provision

Over the past 12 weeks our online provision has mainly been through the use of Class Charts where work has been set weekly for students in Year 10. As we welcome students back the week commencing the 22nd of June, our curriculum offer will be a mixture of face-to-face learning, sessions through Microsoft Teams and follow up tasks which will still be set on Class Charts. The additional information on the final pages of this letter will provide you with all of the information you need to know about our blended curriculum offer.

The table below shows the structure of our blended curriculum model for the next four weeks:

	Year 10
w/c June 22 nd	Personal & Social Development and Core (English, Maths, Science) sessions – in school (and additional work set on Class Charts)
w/c June 29 th	Personal & Social Development and Core sessions – in school (and additional work set on Class Charts) 1 Microsoft Teams session per option subject 1 Core session on Microsoft Teams in teaching groups
w/c July 6 th	Personal & Social Development and Core sessions – in school (and additional work set on Class Charts) 1 Microsoft Teams session per option subject 1 Core session on Microsoft Teams in teaching groups
w/c July 13 th	Sessions continue as above. Focus on Summer work preparation and use of Knowledge Organisers

Staffing in September

From September, we have taken the decision to make the head of Year 11 a senior staff role. This is in response to school closure due to COVID-19 and ensuring we place the highest possible priority on supporting students in Year 11 next year. We will be doing all we can to support their mental health and wellbeing as we return to school, in addition to the focus on supporting them with their studies. Mr Macaulay has been appointed as Assistant Principal from 1st September to lead Key Stage 4 provision for our students in Year 10 and Year 11. Mr Macaulay will therefore be your point of contact, and the member of staff leading Year 11. Mr Barrett, Year Achievement Coordinator for your child's year group will continue to work with Year 10 until the end of this academic year, working closely and alongside Mr Macaulay and Mr Megaw to ensure we can provide the best possible support for each student in the next 4 weeks.

If you have any questions or require additional support please contact the relevant member of staff using the emails set out in this document in the key contact section.

Yours faithfully



Mr N Megaw
Assistant Principal



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 enquiries@haileyburyturnford.com
Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU

HaileyburyTurnford

Ambition · Pride · Success

Face-to-face teaching in school – week commencing 22nd June

Students will be allocated to a day and a group for their in-school sessions.

NB: It is not possible for students to swap between groups, as we need to retain the ‘bubbles’ and avoid contact between groups.

These groups will be kept as small as possible and will be based in one room, with the teacher moving to the room for each session. There will be four sessions during the day, consisting of Personal & Social Development/Wellbeing, Maths, English and Science. There will also be a short break of 15 minutes, where students will be escorted out to get fresh air and stretch their legs. A register will be taken and any students who have indicated they wanted to come into school, but who are not present, will receive a phone call to ascertain why they have not attended.

Students in Group 1 each day will follow the times below:

Time	Event
9.10am	Arrive in school. Escorted to classroom and allocated desk.
9.15am – 9.45am	PSD session and registration
9.45am- 10.30am	Session 1
10.30am – 10.45am	Break: escorted to outside areas and allocated area.
10.45am-11.30am	Session 2
11.30am -12.15pm	Session 3
12.15pm	Escorted to exit. Leave school.

Students in Group 2 will follow the times below:

Time	Event
9.40 am	Arrive in school. Escorted to classroom and allocated desk.
9.45am – 10.15am	PSD session and registration
10.15am- 11.00am	Session 1
11am – 11.15am	Break: escorted to outside areas and allocated area.
11.15am-12.00pm	Session 2
12pm -12.45pm	Session 3
12.45pm	Escorted to exit. Leave school.



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 enquiries@haileyburyturnford.com
Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU

HaileyburyTurnford

Ambition · Pride · Success

Once these sessions are finished, students will be escorted off site and should go straight home. If students are being collected, parents should stay in the car at all times.

In addition to these sessions, teachers will be holding Microsoft Teams sessions for both core and option subjects. The timetable for these sessions is given below:

Day	Subjects: All Option subjects sessions start at 1.30pm
Monday	OPTION BLOCK A: Computing: Mr Tagliarini Drama: Ms Puchalski Food: Ms Lines History: Miss Allingham IT: Mrs Camacho Spanish: Ms Gibbs
Tuesday	OPTION BLOCK B: Business GCSE: Mrs Taylor Business BTEC: Mrs Camacho and Mrs Green Engineering: Mr Hill Technology: Mr Ezra Prince's Trust: Miss Graham
Wednesday	OPTION BLOCK D: Dance: Miss Bilsby Geography: Miss Kaposi History: Miss Allingham Music: Mrs Nicholson Photography: Ms Rockliffe Technology: Mr Husnu
Thursday	OPTION BLOCK C: Geography: Mrs Morgan History: Mr Stuart Media: Mrs Ledster GCSE PE: Ms Simeou Sports Studies: Ms Ward RS: Ms Brain Spanish: Ms Gibbs Art: Mrs Megaw
Friday	9 am: Maths – in teaching groups 10 am: Science – in teaching groups 11 am: English – in teaching groups



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 enquiries@haileyburyturnford.com
Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU

HaileyburyTurnford

Ambition · Pride · Success

Sessions on Microsoft Teams

The next phase of our curriculum provision is to develop our use of IT further. The provision we have chosen for this is through the use of Microsoft Teams, thus enabling teachers to deliver live sessions where students can engage with their class teacher and peers. Teams is already part of our Office 365 package and students will be able to log-on through the website using their school email username and password. A full risk assessment has been carried out and the measures in place are reflected within the school's live session procedures. Please make sure that this is discussed with the students and that our expectations are made clear.

Our basic expectation is that all students will 'attend' in accordance with the timetable created, which will mean engaging with Microsoft Teams on a daily basis. For those with barriers to IT, we expect full engagement with hard copy work that will be sent home.

You can find guidance documents in the 'Parents' section of the school website - <https://haileyburyturnford.com/remote-live-lessons/> to help your child access the session via Microsoft Teams, as well as a document on instructions and expectations for student conduct during the session. All sessions will be recorded and recordings stored in line with our data retention policy to ensure that evidence is maintained should there be any complaints following sessions.

During the sessions, students are expected to adhere to the school's usual behaviour code. This includes being professional, speaking politely and respecting other members of the school community. Their use of Microsoft Teams during periods of school closure is governed by the school's Online Safety Policy, details of which are available on the school website.

Students should be aware that all messages they leave on the chat function can be seen by their classmates, teachers and parents. If they post anything irrelevant or inappropriate, they will be barred from joining further sessions. All students must disable their camera facility. Microphones should be muted unless they are directly asked to contribute by the teacher.

Work setting on Class Charts

Class Charts will still remain our main platform for setting weekly work and any additional follow up tasks from face-to-face sessions and Microsoft Teams sessions. Work will be uploaded for teachers to feedback in the usual way of adding attachments.

Key contacts

Issues with Microsoft Teams - Mr Datta	dattaj@haileyburyturnford.com
Pastoral concerns – Mr Megaw/Mr Barrett	megawn@haileyburytufnrord.com barrettm@haileyburyturnford.com
Questions concerning curriculum – Ms Just/Miss Newman	justk@haileyburyturnford.com newmand@haileyburyturnford.com



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 enquiries@haileyburyturnford.com
Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU