

# Haileybury Turnford

Ambition · Pride · Success

18<sup>th</sup> 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.

## Curriculum Provision

Over the past 12 weeks our provision has mainly been through the use of emails and Microsoft Teams. As we welcome students back the week commencing the 22<sup>nd</sup> 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 email. 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 12
w/c June 22 <sup>nd</sup>	Week A: 8 subjects will run across the four days (2 a day).  Sessions will be 2 hours long and start times for the two subjects will be staggered.  Minimum of 1 Microsoft Teams session per subject delivered during normal lesson times.
w/c June 29 <sup>th</sup>	Week B: A different 8 subjects will run across the four days (2 a day).  Sessions will be 2 hours long and start times for the two subjects will be staggered.  2 Microsoft Teams sessions per subject delivered during normal lesson times.
w/c July 6 <sup>th</sup>	Week A: Repeat of w/c June 22 <sup>nd</sup>  2 Microsoft Teams sessions per subject delivered during normal lesson times.
w/c July 13 <sup>th</sup>	Week B: Repeat of w/c June 29 <sup>th</sup>  2 Microsoft Teams sessions per subject delivered during normal lesson times.  Focus on Summer work preparation and use of Knowledge Organisers.

A member of the Sixth Form team will be on site each day during the face-to-face teaching should any issues arise.

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



**Mrs N Shivalkar**

Assistant Principal & Head of Sixth Form



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 [enquiries@haileyburyturnford.com](mailto: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

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## Face-to-face teaching in school – week commencing 22<sup>nd</sup> June

Students will only be expected in school during their 2 hour face-to-face teaching session.

Classes will be no larger than 12 students and will be based in the Sixth Form Centre.

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
9.55am	Arrive in school. Escorted to classroom and allocated desk.
10.00am – 12.00pm	Registration and lesson.
12.00pm	Escorted to exit. Leave school.

Students in Group 2 will follow the times below:

Time	Event
10.25am	Arrive in school. Escorted to classroom and allocated desk.
10.30am – 12.30pm	Registration and lesson.
12.30pm	Escorted to exit. Leave school.

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.

The timetable for Week A and Week B subjects is as below.

	Group 1	Teacher	Group 2	Teacher
<b>WEEK A: Monday</b>	Economics	T Green	Dance	C Bilsby
<b>Tuesday</b>	English	A Goody	Maths	B Lutterodt
<b>Wednesday</b>	Geography	R Newman	Engineering	O Husnu
<b>Thursday</b>	Product Design	S Hill	BTEC Science	J Matthew
<b>WEEK B: Monday</b>	Physics	A Hutu	A Level Business	S Tailor
<b>Tuesday</b>	History	M Rye	BTEC CPLD	E Ridgeway
<b>Wednesday</b>	Chemistry	J Matthew	BTEC ICT	S Tagliarini
<b>Thursday</b>	BTEC Business (Double group)	A Camacho S Lindquist		



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You will see that some subjects are not on the timetable above. This is due to staff availability. However, those subjects not delivering face-to-face sessions will be delivering lessons via Microsoft Teams during normal timetable times. If a student has a clash, then the face-to-face session will take priority as Microsoft Teams lessons will be recorded and can be viewed at a later stage.

## 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 usual timetable, which will mean engaging with Microsoft Teams on a daily basis.

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.

## Key contacts

Issues with Microsoft Teams - Mr Datta	<a href="mailto:dattaj@haileyburyturnford.com">dattaj@haileyburyturnford.com</a>
Pastoral concerns – Mrs Shivalkar/Miss Goody/Mr Lindquist	<a href="mailto:shivalkarn@haileyburyturnford.com">shivalkarn@haileyburyturnford.com</a> <a href="mailto:goodya@haileyburyturnford.com">goodya@haileyburyturnford.com</a> <a href="mailto:lindquists@haileyburyturnford.com">lindquists@haileyburyturnford.com</a>



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