



Dear parent/carer,

I hope that you have managed to enjoy the start of the Christmas holiday despite the current difficulties and I know that Kent moving into Tier 4 has been difficult for everyone. We seem to be getting multiple announcements each day that might affect the return to school in January and, while I suspect much of it will change before we get to the start of term, I thought it would be useful to set out the current position as we understand it, to try to help with your planning and perhaps reassure you.

January start

You will be aware that Monday 4th January was already allocated as an INSET Day with no students in school. This will remain the case. The rest of the week, will be different to what we had planned. I set out below how this should impact each year group, but the tone of Government communication over the last few days has softened in terms of schools opening as planned in January, so this may not be the final version.

Year 11 & Year 13

The Government have announced that 'exam year groups' will be back in school as normal, so Year 11 and 13 students should come back to school on Tuesday 5th January as expected.

Year 11 Extended Day Revision will not run on the first week back but is planned to resume on Monday 11th January 2021.

Year 12

For the majority of Year 12 students, lessons will take place online, following their normal timetable and with their normal class teacher. These lessons can be accessed via Google Calendar.

There are a number of Year 12 students who have examinations during this week, it is important to note that these examinations will continue as normal. In order to prepare students effectively, any Year 12 student who has an examination will be required to attend the Academy as normal from Tuesday 5th January until their examination(s) is complete. Students have examinations in the following subjects: Health and Social Care, Travel and Tourism and Child Development. Students will have been informed and will have a copy of their personalised exam timetable, but I have copied below the full exam timetable for the first week.

Date	Start	Length	Board	Code	Exam	Candidates	Room
Week One							
Weds 06 Jan	09:00	03:00	EDEXL/KSQ	31494H01	Enquiries Into Current Research in H&S Care	10	105
Weds 06 Jan	09:00	01:30	EDEXL/KSQ	20168K01	Dispute Solving in Civil Law	1	105
Thu 07 Jan	09:00	01:00	EDEXL/KSQ	215120	The Music Industry	21	Salon
Thu 07 Jan	10:30	01:30	VTCT	SP3ED25.EX2	Applied physiology for sport and exercise	11	105
Thu 07 Jan	10:30	01:30	VTCT	SP3EC1.EX2	Applied physiology for sport and exercise	6	105
Thu 07 Jan	13:00	01:00	EDEXL/KSQ	214860	Patterns of Child Development	5	Salon
Fri 08 Jan	09:00	01:15	EDEXL/KSQ	214740	The UK Travel and Tourism Sector	13	Salon
Fri 08 Jan	11:00	01:30	VTCT	SP3ED25.EX1	Functional Anatomy	28	105

Years 7 – 10

Students in Years 7-10 will not attend school during the first week of term and are due to return on Monday 11th January. During the first week of term, prior to their return, all students are expected to engage with remote learning. The details of this for each year group are set out below. It is vital that parents/carers support their child to engage with their remote learning, given how much school they have already missed over the past 6 months.

Vulnerable children and Key Worker children

As with the first lockdown, the Government have explained that schools will remain open for children considered to be 'vulnerable' and for children of Key Workers, to ensure that Key Workers are still able to attend work. The definition of each, is the same as the previous lockdown, so if you were eligible last time, your child can attend school. Given that this is only planned to be for 4 days (5th Jan – 8th Jan) we do not anticipate many students needing this facility, but please email info@marshacademy.org.uk, by 31st December if you would like your child to attend school during this period so that we can make appropriate arrangements. Given that teachers will still be teaching Y11 and 13 in school and teaching other students remotely, as well as mass testing, students who come in will be supervised in a computer room and able to access the same lessons that their peers are accessing online.

Remote Learning

As explained above, students in Years 7-10 and 12 are required to access learning remotely during the first week of Term 3 (Tuesday 5th January – Friday 8th January 2021, Week B). I have outlined the details below by year group of how they should do this.

Key Stage 3 (Year 7-9)

Years 7, 8 and 9 will all follow the same set timetable and will have online lessons in the following subjects: Maths, English, Science, History, Geography, French, Religious Studies, Catering, PSHE and Big Debate. For all other subjects: Art, Drama, IT, PE, Music, Dance and Big Read, work/guided learning and activities will be set on Satchel One and students can work on these during their normal lesson time.

Year 7					
Day	Period One 09:10-10:10	Period Two 10:10-11:30	Period Three 11:30 - 12:30	Period Four 12:30 – 2:00	Period Five 2:00 – 3:00
B Mon	English	Science	French	Perf Arts	Maths
B Tues	History	Art	Dance	Science	Maths
B Weds	French	RS	Maths	Geography	English
B Thurs	PE	IT	History	Catering	Catering
B Fri	Big Read	Science	Geography	English	Big Debate

Year 8					
Day	Period One 09:10-10:10	Period Two 10:10-11:30	Period Three 11:30 - 12:30	Period Four 12:30 – 2:00	Period Five 2:00 – 3:00
B Mon	Maths	Science	English	Art	Dance
B Tues	Science	History	Geography	Drama	French
B Weds	Maths	Maths	English	PE	Catering
B Thurs	Science	Catering	Art	English	History
B Fri	Dance	Big Read	French	Big Debate	Geography

Year 9					
Day	Period One 09:10-10:10	Period Two 10:10-11:30	Period Three 11:30 - 12:30	Period Four 12:30 – 2:00	Period Five 2:00 – 3:00
B Mon	Science	PE	PE	English	English
B Tues	French	Maths	Art	Music	History
B Weds	Catering	PE	Maths	Science	History
B Thurs	Geography	Drama	RS	PSHE	Maths
B Fri	French	Geography	English	Science	English

All online lessons will be delivered by a subject specialist, but it should be noted that the teacher will not necessarily be your child's main teacher. These lessons can be accessed via the Google Calendar. All completed work should be uploaded via Satchel One, as per the instructions on the guide attached.

Key Stage 4/5 (Year 10 & 12)

All lessons will take place online, in line with your child's normal timetable and with their main class teacher. These lessons can be accessed via Google Calendar. All completed work should be uploaded via Satchel One.

Timings of Online Lessons

The length of lessons will be shorter than normal - approximately 40 minutes - within the timeslot allocated to each period below. The exact timings will be indicated on the Google Calendar on Monday 4th January by 3pm. The subjects greyed out will not have a live lesson but should access their learning resources and tasks on Satchel One.

IT Access

We conducted an IT Audit and have details of any students who do not have access to a device/internet, we have made contact with those we are aware of, if you have not received correspondence and you do not have access to a device and /or internet, please contact us via the link member of staff below:

Years 7, 8 and 9 – cduffy@marshacademy.org.uk (Claire Duffy, Assistant Principal, KS3)

Year 10 – kogormley@marshacademy.org.uk (Karla O’Gormley, Vice Principal)

Post 16 – abloomfield@marshacademy.org.uk (Adam Bloomfield, Assistant Principal, Post 16)

Technical Issues

After reading the guides attached, should you still have any concerns or queries or if you experience any technical issues, please do not hesitate to contact the Academy by emailing our IT support team on ITsupport@marshacademy.org.uk.

Accessing Online Lessons Via Google Calendar

Please watch the video clip on accessing the google calendar by clicking the link below:

[Accessing Marsh Academy Online lessons - YouTube](#)

1. Students will need their Marsh Academy email account to participate in online lessons.
2. If students are using an iPhone, please download the Google Calendar App and Google Meet App before accessing the calendar link below. If the student is using an Android phone, ensure they use their Marsh Academy login details when signing in.
3. Students should click the appropriate link below to download the Google Calendar to access their Online Lessons.

Year 7

<https://calendar.google.com/calendar/u/0?cid=Y19mOWh2cXRxdms3bTdvYzZjaXJhNjVhaG1jMEBncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

Year 8

<https://calendar.google.com/calendar/u/0?cid=Y19hY3ZmcmJxZmk5bzg0MDE1aHJzanBzbzBua0Bncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

Year 9

<https://calendar.google.com/calendar/u/0?cid=Y19xaHYzNW9uN2E3ZGUwaTZxM3VoaTE1NDdtOEBncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

Year 10

<https://calendar.google.com/calendar/u/0?cid=Y19uZGxkOW1hcjRjdmlYVW9mcWRkNDlwdnFqNEBncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

Year 11

<https://calendar.google.com/calendar/u/0?cid=Y18xcm4wajBIM3NkdjRrdW5yZnFmMG82b2Myb0Bncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

Post-16

<https://calendar.google.com/calendar/u/0?cid=Y19uZXRraGNrbW5wb3FwNWZxanJnbHVuOHVsY0Bncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

This is a working document, so it is advised that students check the calendar daily and join the lesson appropriate to them.

All lessons will be recorded by the teacher for both safeguarding and revision purposes. The recordings of the lessons will be held on a secure Marsh Academy server and will be available to members of the class on request.

Year 8 and 9 Progress Reports

Progress reports for Year 8 and 9 students have now been sent home, should you have any concerns or queries regarding your child's report, please do not hesitate to get in contact with us and we will respond in the new year.

COVID testing in school

It was announced last week that schools will have access to mass COVID testing, from January. While I know opinions on this differ, I think it is potentially a very good thing in order to keep children in school and learning. However, I have spent much of the last week reading guidance and instructions of how this will work and unfortunately much of it is still incomplete and in places contradictory. For example, the DfE have been very clear that these tests will be self-administered by students, yet the leaflet I am supposed to send you for your child to read, describes how an adult will swab them. This was revised and updated and now states inaccurately that each child will have a mirror to assist them with swabbing.

Therefore, I shall set out my understanding of how this will work, but ask for your patience as this situation evolves and plans invariably change.

I have copied below the letter I was asked to send you below, without personalising it because I want to be transparent that this is what the DfE are saying, rather than us as an academy. Within this letter it states that results will be shared directly with pupils, whereas elsewhere it makes clear that we will only share results if a test comes back positive, which is a far more practical approach.

There are three ways in which testing is being introduced in school, weekly testing for staff, serial testing of direct contacts and mass testing. I shall cover each below.

NHS Test and Trace: COVID-19 testing for staff and [students/Pupils]

Dear Parent or guardian,

We are working to keep our [school/college] as safe as possible. You may have heard that testing for those without coronavirus symptoms is beginning across the country using new, quicker COVID-19 tests known as 'lateral flow tests'.

Along with the other protective measures we are taking, these tests will help staff and [students/pupils] to remain in school/college safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep our [school/college] open as safely as possible. The test is voluntary, but I would encourage everyone to take it.

We will be testing all staff and [secondary school and college age students/pupils] who want to participate from week commencing 4 January 2021.

I enclose an instructional leaflet with some more information.

If you are happy for your child to be tested, please fill in the form below and the enclosed consent statement (one per pupil/student) and return it to the [school/college] office [via email/in person].

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. For under 18s, staff can oversee the swab process.

Results (which take around half an hour from testing) will be shared directly with staff and pupils participating. Where participants are under 16, parents or legal guardians will also be informed.

We know these tests work - in validation studies conducted by Oxford University and Public Health England, they were shown to be as accurate in identifying a case as a PCR test (99.68% specificity). The tests have lower sensitivity but they are better at picking up cases when a person has higher viral load, hence the need to test frequently.

Testing will be offered free of charge.

Weekly testing for staff

We will be provided with sufficient 'lateral flow' tests for all staff to be tested weekly should they wish to. While I will not share details of this here, I hope this will give you comfort that it is another mechanism to keep staff and students as safe as possible and reduce the spread of COVID in the school community.

Serial testing for direct contacts

At the moment you will now that, while the number of cases we have had in school, have been relatively low compared to many schools, when we have a case in school we have sometimes needed to ask other students to self-isolate if they have been identified as a direct contact. It is not unusual for this to involve 40 students isolating from one positive case. To reduce the number of students missing out on school instead of self-isolating, your child will be able to opt to take a test every day for 7 days (what this means for weekends to be confirmed) and can carry on attending school as long as they do not get a positive result. The logistics of this are to be worked through, but we anticipate testing these students in the morning when they arrive and keeping them isolated for half an hour until their result comes back and then letting them attend lessons or sending them home, depending on the result.

Mass testing

The government have announced that every child will be able to be tested twice by their school before they return in January to reduce the chances of positive cases that develop over Christmas being introduced into our school community. On the face of it, this is a very good thing, but the logistics of organising c2,000 tests before your children return in January, given we have no expertise in this area at

all, is challenging to say the least. I created a plan for how we might do this which I intended to share with you, but after taking part in a DfE webinar this afternoon, I do not have full confidence that the equipment we need to do this in the time frame will be delivered, so instead, I shall set out the basic outline of what we will do and confirm details nearer to the time.

Importantly, this will be a completely voluntary scheme, though it is being strongly recommended and all students being tested will need to bring with them a completed consent form which I have copied at the end of this letter.

If possible, I would like to test all students who are attending school in the first week, on Monday 4th January so that they at least have one negative test result before they start mixing with their peers in school. Realistically, the staff who have kindly volunteered to support this programme will not receive their training until the Monday morning and the tests and PPE are due to arrive by Royal Mail also on the Monday, so realistically this testing will be in the afternoon. I will confirm how we will organise timings for this nearer the time as we get a better idea of how long the process will take, but if your child is in Year 11 or 13 please try to keep that afternoon free (I realise the irony of that given we are all in Tier 4!). These students will then get their second test later in the week.

I would very much like to get every other student tested twice during that week so all tests are completed before they return to school on 11th January, but this will be a huge logistical task (processing 2,000+ tests in one week) and to some extent depends on how precise we need to be with the gap between the two tests, so I am concerned that this might not be possible, but if we are supplied with the equipment we will try.

The vast majority of students will be tested, which takes about 5 minute, go straight home and do nothing else unless we contact you if there is a positive result. For the small number of students taking a test on a day they are in school, we will manage the isolation of those students as we currently do.

Our intention is to carry out testing in bays in the sports hall, although precisely how this works will depend on whether our Leisure Centre has re-opened or remains closed to the public at that point. Students will follow a one-way system through the Leisure Centre to the sports hall where they will be registered and their consent form checked. They will then be given a swab and instructions of how to swab their throat and nose (we hope to be able to send you an instructional video in advance). This will then be passed to our staff and they will leave to go home. Our staff will then process the test and should your child test positive we will contact you and ask you to complete a PCR test to confirm the result.

I appreciate this is not an easy thing for a child to administer to themselves, and in exceptional circumstances we may be able to allow a parent to support their child, but this will need to be arranged separately as we are still trying to minimise the number of people on site and keep our buildings as COVID secure as possible.

There are many unanswered questions, most of which I still do not know the answers to, but if you are concerned please do feel free to get in touch and I shall try to help. All that remains is for me to wish you all a Merry Christmas and Happy New Year and like all of you wish for a better 2021. Thank you for your support this year and I would like to publicly thank all of the staff here who I think have been phenomenal this year.

Take care, Shaun Simmons, Principal

Appendix 1: Google Meet Instructions

What device should I use?

This will work best on a laptop or desktop computer. If this is not possible, you can use your mobile device but be aware that you will need to switch from your personal Google Account to your Academy account. **Teachers will not allow unregistered users to join the lesson.**

You will need a microphone if it is necessary for you to share your audio with the class. Most laptops have built in microphones or you can connect headphones for improved audio. The same is true for phones and tablets.

Upon joining a Google Meet, you will be given the option to turn off or on your microphone by clicking the microphone icon. It is recommended that you 'mute' yourself when entering the meeting to avoid excess background noise. You can unmute yourself at any time by clicking the microphone icon at the bottom of your screen.

Using a phone for audio

You can use a phone for audio in a video or voice call in Google Meet. Instructions for different situations can be found on [Google's Instructions for Joining by Phone](#).

How do I use Chat in Google Meet?

The chat feature allows participants to message one another and share links to Google Drive files or folders. The chat icon is in the upper-right corner of the screen once the meeting has begun. This is a good way to ask your *teacher questions during the session without interrupting the teacher or discussion.*

Student Expectations

By joining online lessons students are agreeing to the following protocols:

- I will not capture or share or make any images, content or recordings from/of the online lessons;
- I will be appropriately dressed, i.e. appropriate school non-uniform, fully clothed;
- I will ensure that my learning environment is appropriate, e.g. a quiet indoor space with an appropriate backdrop;
- I will be respectful to all members of the online class;
- I will behave appropriately during the lesson and I understand I can be removed from the lesson for poor behaviour which will result in a follow up telephone call to parents/carers;
- I understand and agree that all lessons will be recorded for revision and safeguarding purposes, and stored securely in Google Classrooms;
- **I will only use my school email address to access the application;**
- I understand I have the right to turn off the video function and use audio only;
- I understand I should mute the microphone unless talking to the teacher or discussing a point with the class (this ensures clarity during live online communication and maintains a level of privacy for students)
- I understand I can ask questions via the chat facility or by raising my hand;
- I understand that any follow up to the online lesson should be made via school email, as initiating audio or video calls directly with staff is prohibited.

Appendix 2: Guide to using Satchel One

Check your App

If you previously had Show My Homework (SMHW) as an App on your phone/tablet you will need to update this to Satchel One (Figure 1). Your current login details will remain the same, but should you have forgotten these, you can reset by clicking 'Forgot Password' on the login page (Figure 2). This will prompt a reset screen to appear (Figure 3) and allow you to reset your password by sending a link to your email address.

Figure 1



Figure 2

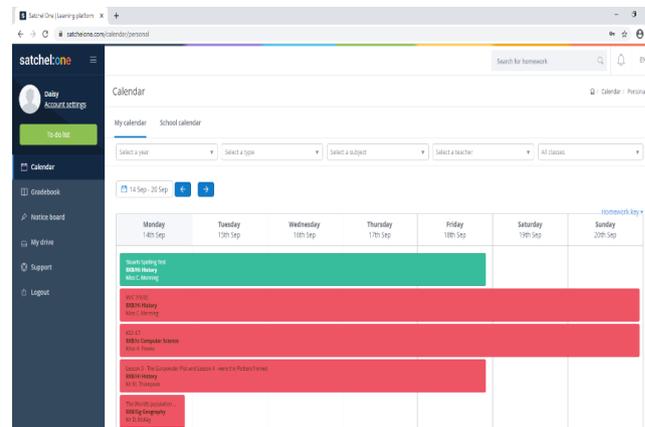
The login page features a 'Login' header and a 'Forgot password?' link. Below are three tabs: 'Staff', 'Parent' (selected), and 'Student'. There are two radio buttons: 'I already have an account' (selected) and 'I don't have an account yet'. A text input field contains 'Marsh Academy'. Below that are two more input fields: 'Enter email address or username' and 'Enter password' with a blue eye icon for password visibility.

Figure 3

The 'Forgot your password?' page has the Satchel One logo and tagline 'Together through education'. It features a text input field for 'Enter your email address' and a blue 'Reset password' button. A note at the bottom states 'Reset instructions will be sent to you shortly.'

Classwork or Homework?

When you/your child log on to Satchel One, you will have an option on the left-hand menu to view the Calendar. If you click on 'Calendar', an image similar to this will appear. Classwork is anything highlighted in Red, Homework is anything highlighted in Green.



Submitting Classwork

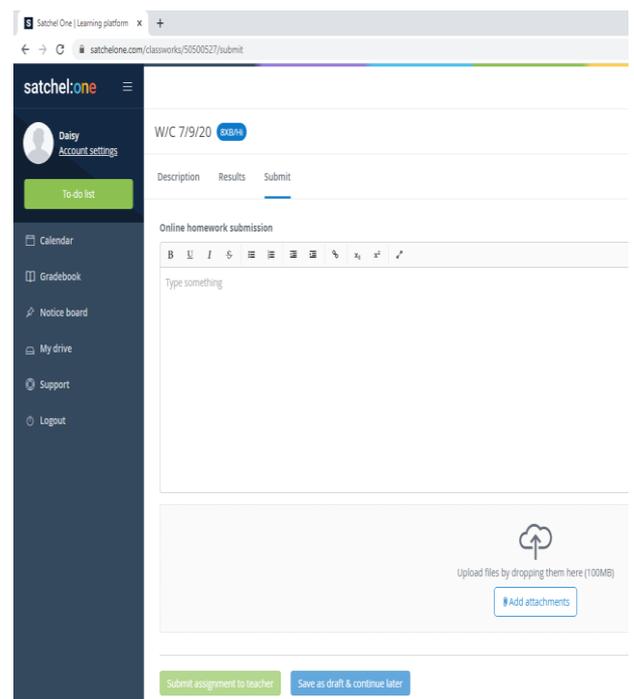
Once your child has completed classwork, they can submit it to Satchel One by doing the following:

1. Click Submit (in yellow)
2. Add attachment

This can be the completed work if it is a document or has been completed online/on a computer or tablet.

If work has been completed on paper, students can take a photograph of their work and upload it as an attachment.

3. If your child is struggling/needs additional support, they have the option to leave a message for their teacher who will respond accordingly and in line with the Academy's marking and feedback cycle.
4. When students have uploaded their work/photograph of work, they should click the Green Button 'Submit assignment to teacher'.
5. Classwork completed should be submitted by 4.30pm daily, if the student is well.



Appendix 3: NHS Test and Trace consent form for COVID-19 testing

This common consent form has been designed for use by parents and guardians of pupils and under 16s, pupils and students over 16 and staff. Underlined sections should be read as applicable and completed as follows:

- **For pupils and students younger than 16 years** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to enrol.
- **Pupils and students over 16** can complete this form themselves, having discussed participation with their parent / guardian if under 18.
- **Staff** will complete this form themselves.

1. I have had the opportunity to consider the information provided by the school/college about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter December 2020.
2. In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.
3. I consent to having / my child having a nose and throat swab for a lateral flow test.
4. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.
5. I understand that if my child / my result(s) are negative on the lateral flow test I will not be contacted by the school/college except where they/you are a close contact of a confirmed positive.
6. If the lateral flow test indicates the presence of COVID-19, I consent to my child having / having a nose and throat swab for confirmatory PCR testing, which shall be sent the same day to an NHS Test & Trace laboratory.
7. I consent that I / they will need to self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received.
8. I agree that if my / my child's test results are confirmed to be positive from this PCR test, I will report this to the school / college and I understand that I/ my child will be required to self-isolate following public health advice.
9. I consent that if a close contact of my child tests positive but I / my child has tested negative, I / they will continue to attend school / college but will be tested every day at school / college for 7 days.

Name of pupil/student/staff to be tested (print)	
Year group (if applicable)	
Name of parent or guardian if under 16 (print)	
Signature	
Date	
Relationship to child if under 16	

NHS
Test and Trace

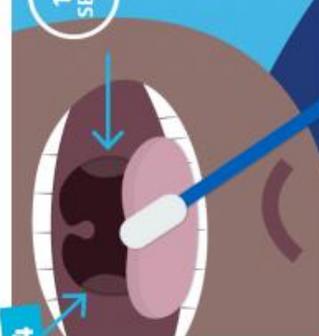
HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

- 

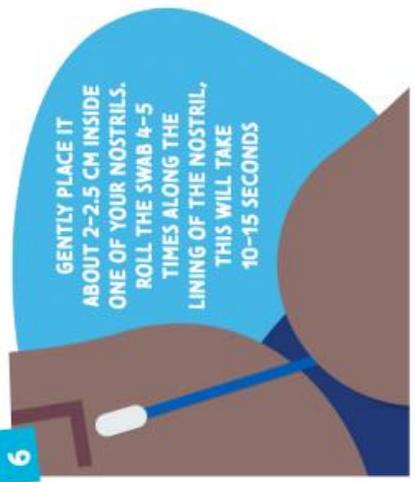
YOUR COVID-19 TEST WILL BE SCHEDULED. IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED
- 

YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE, IT WON'T HURT YOU
- 

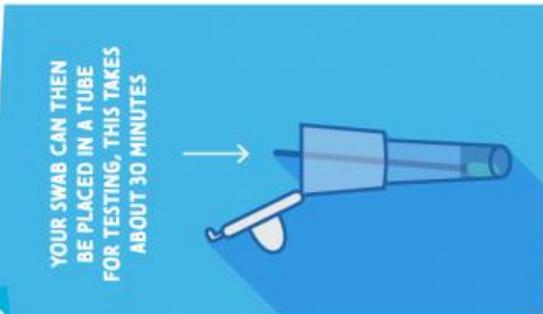
BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART
- 

10 SECS
OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT, THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE

- 

5 REMOVE THE SWAB CAREFULLY WITHOUT TOUCHING YOUR TEETH, TONGUE OR GUMS
- 

6 GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL, THIS WILL TAKE 10-15 SECONDS
- 

7 AFTER THIS, YOU'RE DONE, GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP
- 

8 YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING, THIS TAKES ABOUT 30 MINUTES
- 

9 YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT