



Battle Abbey School
Battle
East Sussex
TN33 0AD
Telephone 01424 772385
Facsimile 01424 773573

Headmaster: David Clark, BA, M Phil (Cantab)

13 March 2020

Dear Parents,

I am writing to inform you of our academic plans in the event of a school closure due to COVID-19. Thankfully, we are well prepared for remote learning at Battle Abbey School and **this letter will outline the arrangements for learning if the school building is closed.** The Government has made clear that schools will not be closing imminently but as a school, it is as important to be as fully prepared as possible.

If the school closes before the Easter holidays; the school day will run as normally as possible, only remotely. The expectation is that staff will put work on Firefly in time for each lesson. Staff will communicate with students through Firefly and email. Additionally, teachers may upload video tutorials via Firefly.

For Year 11 and 13 we will facilitate the option of video lessons if the teacher feels this appropriate and will benefit the learning of pupils. This is at staff discretion if they feel it is necessary. In the first instance these lessons will take place where they occur in the student's usual timetable. If the teacher is unable to do a video lesson (for example due to childcare issues owing to school closures) they may liaise directly with the students to re arrange.

A 'how to guide' will be sent home regarding this facility in due course.

The above options may not be of use for practical lessons such as PE. These departments will contact students through Firefly to make the arrangements clear.

A list of expectations for staff, students and parents will be circulated as well as a safeguarding document to ensure children are safe should they be using video technology. The arrangements apply to both day pupils and boarders and the boarders can access these facilities whether they are in Britain or abroad.

Each day of the closure, a timetable will be published on Firefly which makes clear to parents if a member of staff is off sick and is unable to set work. I would ask that should a member of staff be on that list you wait to be contacted by them rather than email directly.

If there are technical issues with accessing Firefly or video lessons please contact baldryd@battleabbey.school and our IT team will seek to rectify the issue.

Teachers will be contactable via email as usual or can be messaged via Firefly if there are questions about work.



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Should the exam boards send out any updates regarding exams or coursework, we will communicate these via email as and when we have information.

The Prep School will have separate arrangements which will be communicated via the Prep School office.

Of course, there is the possibility all schools will remain open, in which case school will run as normal. Should your child need to self-isolate, please ensure they regularly check Firefly and liaise with relevant teaching staff directly.

Yours Sincerely,
Mr C. Austen-White
Director of Studies

