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20<sup>th</sup> March 2020

Dear Parents and Guardians

I just wanted to send out a brief reminder about learning up until Easter.

- Year 7-9 will be set work via Firefly to complete on the day of their lesson. This may be project based or work just for that lesson. Staff will be available via school email for students, should they have queries.
- Year 10 and 12 - Lessons will run as normal. Staff can use Microsoft Teams for years 10-13 and so there may be video content, live streams, Firefly and live chat lessons taking place. Where possible, students should follow their normal timetable.
- Year 11 and 13 - Until there is clarity around exams students should continue completing courses and revising with their teachers.
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Should we still be closed after Easter, we are planning an even more extensive virtual learning offer including potentially starting A Level and BTEC qualifications early with Year 11 and project-based qualifications like the APQ and Crest for our younger students. During this time virtual lessons would also take place. Further details will be released in due course.

Students should check their email every day during the closure. Attendance in virtual lessons and submission of student work is important and we would value parental support with this.

It is also important to stress that we will continue to be there to support them pastorally. During term time, each child will be contacted by their form tutor or mentor on a weekly basis. This will ordinarily be by email (sent to the student's school @battleabbey.school.com email account). Please ensure that they reply to this. Equally, please encourage them to reach out to us should they feel the need to. The first point of contact continues to be the tutor, but both the Head of Key Stage or myself are available too (as well as the Welfare Team).

See below some general tips and guidance on managing the situation at home. We will be adding resources to Firefly over time to further aid with hints, tips & activities beyond the 'virtual classroom'.

## Guidance for student and parents for managing time at home.

- **Structure.** Consider using a template to help structure the days. It will be very important to have a routine to stay focussed and productive. There are different suggestions one for KS3 and they other KS4 and 5. This could be printed each day, typed up or laminated and stuck on the fridge to be reused. They will allow for clear objectives, focus and sense of achievement.
- **Expectations.** It is important you include the following as part of your daily routine:
  - Set a time to be up, washed, dressed and ready to work, we suggest 9am
  - Plan for breaks throughout the day (see above)
  - Ensure you get outside in the fresh air; walk the dog, sit in the garden etc.
  - Maintain a healthy and balanced diet, including lots of water, fruit & vegetables
  - Plan in 'down time', family time, your favourite Netflix series, calling Granny etc
  - Get good quality sleep (think about whether there should be phones in a bedroom late at night etc.)
- **Work-space.** Consider creating a separate work-space at home. This is a designated area where school-work will be completed. Ideally this is situated away from any space you will want to spend any 'down time' in, in order to distinguish the difference. This space should have as fewer distractions as possible, natural light and clutter free to work comfortably with any resources you will be using. A kitchen table can be just as effective as a bespoke office space.
- **Stay healthy.** Aside from your diet it is important you stay healthy in body and mind. Ideally you will get at least 30 minutes of exercise a day, preferably outside. If this is not possible there are several online resources, you can use (some of which will be added to Firefly) to keep you moving. Similarly, it is vital we take care of our minds, stay calm and relax throughout what could be a very anxious time. Looking after your mental health is crucial and should be a priority. Remember we are here to support you still.
- **Wider learning.** We also suggest you take the opportunity to extend your learning beyond the school curriculum. Ensure you keep up with hobbies where possible including music practice or seek to broaden your mind by learning something new (gardening, simple home maintenance or a craft for example). This is also a great opportunity to deepen your understanding of subjects, topics and concepts that are of particular interest to you that will undoubtedly enhance your attainment when we return to school.
- **Distractions.** To remain productive, we suggest you control and limit your use of electronic devices such as mobile phones, just as we would be doing in school. These should be put aside as per your timetable to allow for as fewer distractions as possible.
- **Family time.** It is more important than ever that we are mindful of the things that matter, and we expect you to take time for your family. You need to look after each other, support around the home and maybe even enjoy learning a huge range of 'life-skills' that often we can't find time to develop.
- **Check in.** Your tutor will be checking in with you at least once a week to see how you and your family are. Their role continues as normal so please share with them and concerns or queries and they will be able to support you. We are all sit very much 'here to help'!

I am aware there has been a lot of information regarding virtual leaning over the last week. We are therefore going to collate all communication and guidance on our website and Firefly for ease of access.

I would like to thank parents for their support and I am keen to work with you to ensure no student's education is unduly interrupted.

Yours sincerely,

**Mr Phil Usher**  
**Deputy**

**Mr. Craig Austen-White**  
**Director of Studies and Head of Religious Studies**