



BEDFORD  
FREE SCHOOL

[www.bedfordfreeschool.co.uk](http://www.bedfordfreeschool.co.uk)

19<sup>th</sup> January 2021

Dear families,

I hope you are all well. I am writing to you to remind you of a few pieces of housekeeping, which can help the smooth running of the school as it happens in its current form. Hopefully, this also helps you support your child/children whilst they are engaging with our remote learning.

Your child should be following their normal timetable of lessons. The majority of these will have a live element. It is essential that your child participates in these live sessions, as this is where the lesson register is completed, and also allows the teacher to provide their input and support.

Some of you may have received a text over the last week informing you that your child may not have been in all of their lessons. If your child has not participated in the live stream, then this may be why they will have been marked as absent. They must be in the live stream, and complete all work set to a high standard.

In every live session, it is an expectation that cameras are on. This supports our behaviour management and allows us to appropriately safeguard all staff and students. Teachers will challenge those without camera's and may follow this up with a phone call. Please remember that mobile phone devices can also be used to join the live meetings.

If, for any reason, your child is so ill that they are unable to engage with their learning, can you please **call the absence line** and make us aware – 01234332299, option 1. This allows us to mark the register accordingly. You should also be clear about the reason for the absence.

In addition to lesson registers, we are also asking students to complete the online morning register on Google Classroom **every** day using the Announcement for their year group. This provides another essential check-in point, and should be done each morning before 9.00am. Please ensure your child is completing this each day.

Please also remember that the majority of our staff are also working remotely. As a result, you may receive a call from a withheld / unknown number. Can I please encourage you to answer these calls, it may be a teacher needing to speak to you.

There is one slight timetable change for all students. On a Wednesday, students will need to attend tutor time at 3.00pm (10.45am for 8JB). This is in the normal electives slot. All students must attend.

If your child needs any support with their login, please contact Mrs Logan by email on [elogan@bedfordfreeschool.co.uk](mailto:elogan@bedfordfreeschool.co.uk) or telephone 01234 332290.

T: 01234 332299 E: [info@bedfordfreeschool.co.uk](mailto:info@bedfordfreeschool.co.uk) Bedford Free School, 12-16 Cauldwell Street, Bedford, MK42 9AD

**RESPECT • HONESTY • HIGH EXPECTATIONS**

If you have any other questions, please speak with your pastoral leader in the first instance. They can be contacted on:

Year 7	Mrs Runnegar-Clark <a href="mailto:arunnegar-clark@bedfordfreeschool.co.uk">arunnegar-clark@bedfordfreeschool.co.uk</a> 01234 332275 07762 413440
Year 9 and Year 10	Miss Robinson <a href="mailto:lrobinson@bedfordfreeschool.co.uk">lrobinson@bedfordfreeschool.co.uk</a> 01234 332278 07377 232187
Year 8 and Year 11	Miss Costin-Webb <a href="mailto:ccostin-webb@bedfordfreeschool.co.uk">ccostin-webb@bedfordfreeschool.co.uk</a> 01234 332292 07783 015976

Finally, I want to say thank you for all of your support and understanding. We appreciate the complexities of being / working from home whilst reassuring your children, supporting them in understanding and completing the work set, and attempting to find the balance and structure to your days.

Please do stay in touch with us to let us know how you are getting on. Should you have any questions or need any assistance, we are here to support you and your family in any way we can.

Keep safe, and stay well.

Yours sincerely,



Mrs Fizz Foley  
**Assistant Principal**