

8<sup>th</sup> February 2021

Dear Parents / Carers & Pupils

As we approach the end of this half-term and with several weeks of remote learning now complete, I hope you will be beginning to find a new sense of normality prevailing at home. We really appreciate the continued support which families are providing to their children in these difficult circumstances. This letter outlines a few updates and reminders as we approach the end of a somewhat different, but nonetheless successful half-term.

**Remote learning and Google Classroom:**

Pupils must continue to complete the online morning register on Google Classroom every day. This is located in the announcement folder for their year group. This provides another essential check-in point and helps establish a clear daily routine, and should be done each morning before 9.00am. Please ensure your child is completing this each day.

Some pupils recently reported that they didn't know how to submit work via Google Classroom. Attached to this letter you can find a reminder of the instructions on how your child can do this.

In every live session, it is an expectation that cameras are on. This is really important for securing engagement and making sure that teachers are able to communicate effectively with pupils whilst online. It also supports behaviour management and allows us to appropriately safeguard all staff and pupils. Teachers will challenge those without cameras and may follow this up with a phone call. Please remember that mobile phone devices can also be used to join the live meetings. This will ensure pupils continue to get the most out of their online lessons.

Every Wednesday afternoon, pupils attend a dedicated Tutor Time at 3.00pm (10.45am for 8JB). This is during the normal electives slot. This provides a great opportunity to see and speak to their tutor as well as their peers and to hear about enrichment, rewards and support information.

**Parent survey & feedback about remote learning:**

We're very keen to hear how you feel your child's remote learning is going at home. Please can I encourage you to complete the following short anonymous survey to provide your feedback. This will help us continue to adapt and improve our provision. You can find and complete the survey here: <https://forms.gle/VomVZipPAfGcDQQN6>

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

### **Wider reopening of schools:**

You will be aware that the Prime Minister previously announced it would not be possible to resume face-to-face learning immediately after half-term. Instead he indicated the hope that it might be safe to commence the reopening of schools from Monday 8<sup>th</sup> March onwards. This decision however will be subject to a review of the scientific evidence taking place towards the end of February and the formulation of a plan for taking the country out of lockdown which will include full details about the reopening of schools.

The government has provided reassurance that schools, as well as parents and carers will be given at least two weeks' notice to prepare for a return to face-to-face education. It is also important to be aware that COVID-19 rates locally still remain higher than the national average and it is of course essential that we all continue to do our part, and that means to stay at home and observe social distancing. Especially over half-term it is important that we all take steps to reduce the spread of coronavirus in the community to save lives and protect the NHS.

We will monitor the situation very carefully and communicate plans for wider reopening once a decision has been made by the government and it becomes clear what the expectation is likely to be.

### **Y11 and GCSEs:**

The Ofqual consultation on proposals for awarding GCSE grades this year has now closed. The Department for Education and Ofqual will now be finalising their plans. As soon as we have more information about how grades will be awarded we will be in touch again.

For now, the most important thing our Year 11 pupils can continue to do is attend all of their online lessons and complete the work they are being set to the best of their ability. All of the work that pupils are currently doing will play a role in deciding the grades which they are finally awarded.

### **Mental Health & Wellbeing:**

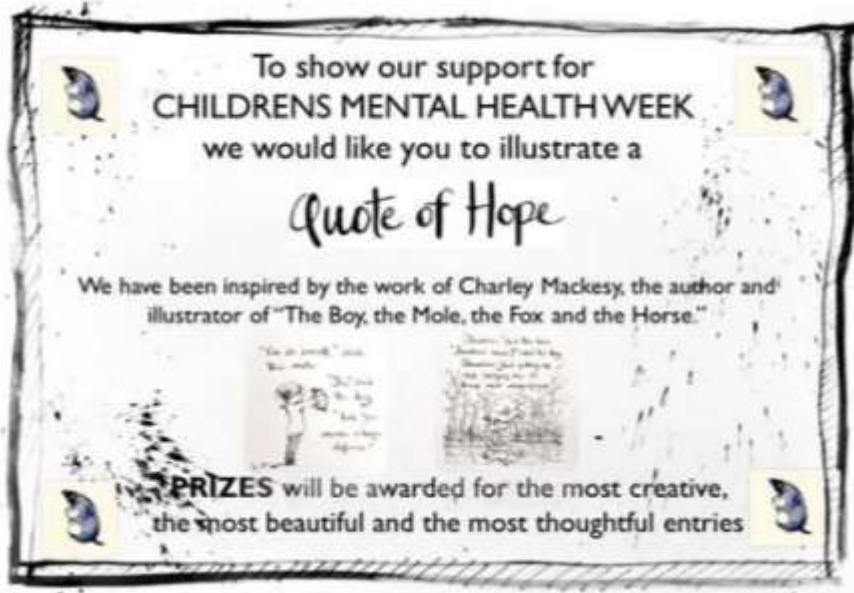
Last week was Children's Mental Health Week, an annual week-long campaign run by children's mental health charity [Place2Be](https://www.place2be.org.uk/),

I'd like to thank our brilliant pupil leadership team who put together a mini assembly for our pupils as part of their Tutor Time session to promote positive mental health & wellbeing as well as provide useful tips and resources.

It is always important to openly talk about mental health and ensure that resources are available to help people who are struggling. If you or your child feel like you might need some support, please don't hesitate to speak to your child's Pastoral Leader who will be able to provide further information and advice. Below, you can also find some useful links and sources of support:

- <https://www.childrensmentalhealthweek.org.uk/>
- <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>
- <https://dfemedia.blog.gov.uk/2021/02/01/mental-health-resources-for-children-parents-carers-and-school-staff/>
- <https://www.nhs.uk/oneyou/every-mind-matters/looking-after-children-and-young-people-during-coronavirus-covid-19-outbreak/>
- <https://www.mentallyhealthyschools.org.uk/resources/express-yourself-children-s-mental-health-week-toolkit/>

The art department are currently running a 'Quote of Hope' competition for pupils to promote positive mental health and wellbeing. Details below:



**Encouraging wider reading:**

Michael Cox, Head of PE at Bedford Free School (BFS) and Head of Community & Partnerships at Advantage Schools has been spearheading a campaign to encourage wider reading amongst our pupils. Michael decided to contact the authors of books that he loved reading and they have very kindly agreed to share their stories with our pupils. Michael interviews the authors and these are shared with pupils during Tutor Time, every Wednesday afternoon.

The first author Michael spoke to was Ralf Haley, author of "The Beautiful Dream". The book tells the story of Ralf's quest to fulfil his boyhood dream of becoming a professional footballer, "One minute, One Euro, anywhere will do...". Since completing his journey of discovery Ralf has gone on to become a Video Editor and Producer and has worked for BBC Sport on programmes such as Match of the Day, FA Cup Live and Formula 1, none of which would have happened, if he hadn't followed his dream.

Michael has also interviewed Ben Ryan, author of "Sevens Heaven: The Beautiful Chaos of Fiji's Olympic Dream" and the most successful men's rugby sevens coach in the world, and James Montague, award-winning author and journalist of several highly-praised football books including "When Friday Comes: Football in the War Zone" (Winner of Best New Writer at the 2009 British Sports Book of the Year Awards).

We hope pupils are enjoying these opportunities and it inspires them to develop a passion for reading.

**Communication:**

A reminder that all letters as well as information about remote learning, support and advice for pupils and parents can be found on our dedicated website page:

<https://www.bedfordfreeschool.co.uk/covid-19/>

If you have any questions please do not hesitate to get in touch with your child's Pastoral Leader. Contact details below:

|                    |   |
|--------------------|---|
| Year 7             | Mrs Runnegar-Clark<br>Email: <a href="mailto:arunnegar-clark@bedfordfreeschool.co.uk">arunnegar-clark@bedfordfreeschool.co.uk</a><br>01234 332275<br>07762 413440 |
| Year 9 and Year 10 | Ms Robinson<br>Email: <a href="mailto:lrobinson@bedfordfreeschool.co.uk">lrobinson@bedfordfreeschool.co.uk</a>  |

|                    |   |
|--------------------|---|
|                    | 01234 332278<br>07377 232187  |
| Year 8 and Year 11 | Mrs Costin-Webb:<br>Email: <a href="mailto:ccostin-webb@bedfordfreeschool.co.uk">ccostin-webb@bedfordfreeschool.co.uk</a><br>01234 332292<br>07783 015976 |

I have been inspired by how parents and carers, school staff and pupils have pulled together throughout this difficult time.

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, my team and I are here to support you and your family in any way we can.

Keep safe and stay well.

With very best wishes,



Tim Blake  
**Principal**

***This section is taken from our full Google Classroom guidance document which can also be found [here](#).***

## **How to Submit Work**

**Click 'view assignment' to see more detail about a piece of classwork and submit it.**

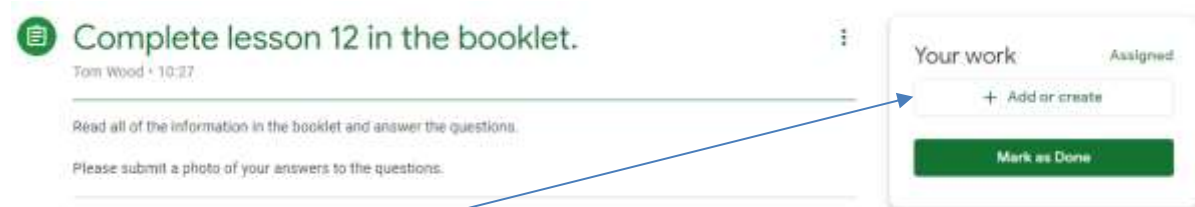
Read the instructions on a piece of work carefully to see how your teacher wants you to submit a piece of work. Teachers may set work in different ways depending on the lesson.

They might:

- a) Ask you to complete handwritten work in a booklet or exercise book
- b) Ask you to complete work electronically by typing on a Google Doc

### **6A How to submit evidence of hand-written work (e.g. in booklets or exercise books)**

Sometimes, your teacher might ask you to complete written work in a booklet or exercise book which you have taken home. Look at this example:



In the 'Your Work' box, there is no attachment for you to type on because the teacher wants you to hand-write your answers.

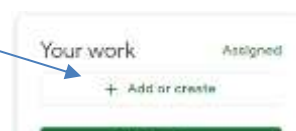
### **A teacher may ask you to submit a photo of the work you have done.**

If you have a mobile phone or tablet, it is easier to use the **Google Classroom mobile app** to do this. Download this for free on your device's App store and follow these instructions:

- 1) Find the class in the main menu, go to the classwork page and click on the correct assignment.
- 2) Click the upward arrow in the 'Your Work' box at the bottom of the screen
- 3) Click 'add attachment'
- 4) Click 'Take a Photo' and take a photo of your work with your camera
- 5) Click 'Hand in'

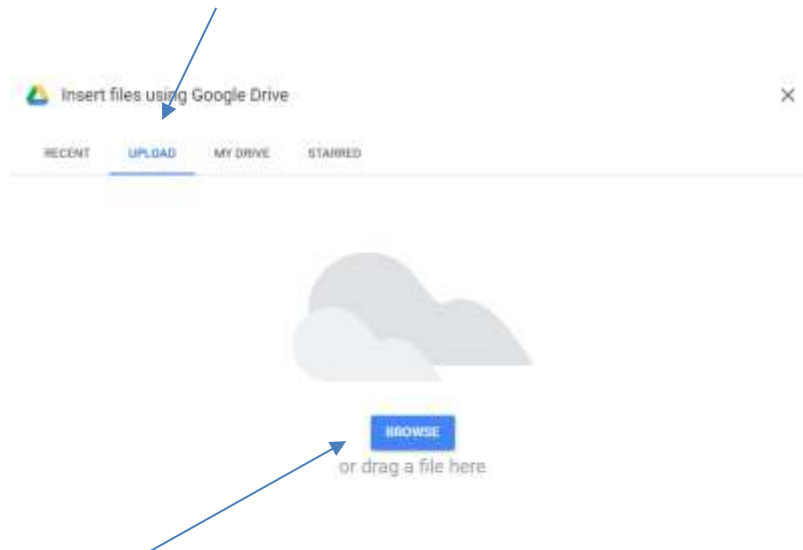
If you can't download the mobile app, you will need to transfer the photo to your computer. Save your photos in a clearly labelled folder (e.g. "Photos of work") and make sure it has a clear name (e.g. "English Booklet Lesson 12 21.9.20"). Then, take the following steps on Google Classroom:

- 1) On the assignment, click '+Add or Create'
- 2) Click 'File'



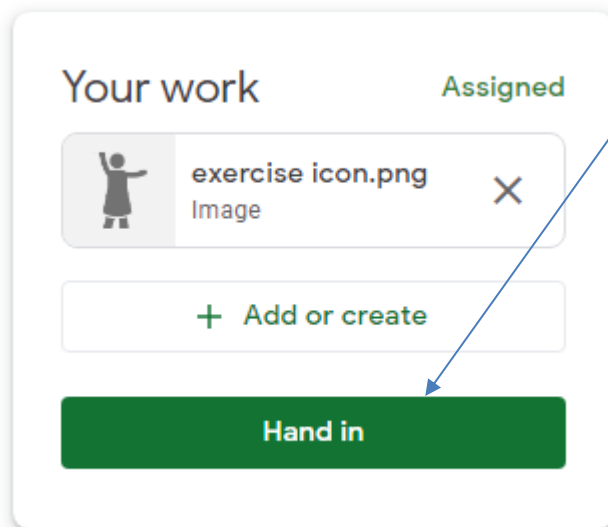
3) A window will pop up called 'Insert files using Google Drive' (see below)

4) Click the 'upload' tab



5) Browse to find the file of the photo of the work, or drag the file into the box.

6) This will take you back to the assignment page. Click 'Hand In':



## 6B How to complete a piece of work on a Google Doc and submit it

Sometimes, your teacher will attach a question or worksheet on a Google Doc for you to type on and submit. Look at this example from Spanish:

**Lesson 19: Theme 2 (Local, national, international and global areas of interest) Topic 2 (volunteering and healthy living)**  
Adam Brown • 30 Jun

Due 3 Jul

1. Go to Quizlet and click on Vocabulary \*\*32a\*\*. Use the Flashcards to look through the vocabs and then complete Learn, Write and Spell. If you have not joined the Quizlet class yet follow the link below to do so. This should take approximately 30 minutes.
2. Complete the "Healthy living 3" sheet. This should take approximately 50 minutes.
3. Complete Vocab test 32a (separate assignment). This should take approximately 10 minutes.

Year 10 and 11 Spanish | Quizlet

<https://quizlet.com/join/ogXW...>

Y11 Knowledge Map – Health...

Word

Pearson Sign in

<https://www.activeteachonline.c...>

**Your work** Missing

Testing Student - ... X

Google Docs

+ Add or create

Hand in

Private comments

Add private comment

The 'Your Work' box contains the Google Doc which your teacher wants you to write on and submit. Simply click on the Google Doc.

**Your work** Missing

Testing Student - ... X

Google Docs

+ Add or create

Hand in

This will open up the Google Doc in a new window. Type your answers onto the Doc:

**Objective:** to be able to discuss healthy lifestyles

1. Match up the vocabulary.

|                                       |                                    |
|---------------------------------------|------------------------------------|
| 1. (no) me parece bien                | A. harmful                         |
| 2. daña los pulmones                  | B. it stains your teeth yellow     |
| 3. es mal asunto                      | C. an addictive cigarette          |
| 4. mancha los dientes de amarillo     | D. to get addicted                 |
| 5. perjudicial                        | E. to take hard drugs              |
| 6. la capacidad para tomar decisiones | F. it makes you feel more grown-up |
| 7. te hace sentir bien                | G. a strong physical dependence    |

It will save automatically as you type.

Once you are finished, you can close the browser window. The Doc will be saved in your Google Drive.

Back on the assignment screen, when you are ready click 'Hand in'.

**Lesson 19: Theme 2 (Local, national, international and global areas of interest) Topic 2 (volunteering and healthy living)**  
Adam Brown • 30 Jul

Due 3 Jul

1. Go to Quizlet and click on Vocabulary \*\*32a\*\*. Use the Flashcards to look through the vocab and then complete Learn, Write and Spell. If you have not joined the Quizlet class yet follow the link below to do so. This should take approximately 30 minutes.
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Attachments:  
Year 10 and 11 Spanish | Quiz...  
<https://quizlet.com/join/ogXWge...>  
Y11 Knowledge Map – Health...  
Word  
Pearson Sign In  
<https://www.activeteachonline.c...>

**Your work** Missing

Testing Student - ...  
Google Docs

+ Add or create

**Hand in**

**Private comments**

Add private comment

If your teacher has asked you to complete a Google Form Quiz you will see it in the attachments. Simply click the link to open the quiz in a new window. Work through the questions until you reach the end and submit the form.

**Little words quiz 1**  
Adam Brown • 16 Jul

21 points

Due 7 Sep

Little words quiz 1  
Google Forms

**Your work** Assigned

+ Add or create

**Mark as Done**

### 6C What if my teacher hasn't asked for work to be submitted?

Sometimes your teacher might not want you to submit anything for an assignment. To keep your records up to date, you should mark the piece of work as completed. Simply click "mark as done" in the "Your work" box on the assignment screen:

**Your work** Assigned

+ Add or create

**Mark as Done**