



Friday 17th April 2020

Dear Parent/Guardian

Re: Welcome back - Summer Term at The Holt

We hope you and your family are coping with the lockdown and had a relaxing Easter break. We are very aware that some of you will have had loved ones who are suffering from Covid-19 or who have passed away. Our thoughts are with you at this challenging time. Please do keep us informed if your daughter has been affected as we really do want to do our best to support her now and in the future.

Welcome back to The Holt (at home) and the summer term!

Term starts on Monday and we thought it would be helpful to remind you of a few things we have learnt from the two weeks of online learning that took place before Easter.

1. Communication – this is key.

- Homestudy@holt.wokingham.sch.uk email
Please use this email if you have any queries re IT issues, work being set or anything else. It is monitored between 8:30am and 3:30pm every week day and we will triage the query and send it on to whoever can resolve the issue. It is better to use this than say emails to the HOY... they may be unwell and we will not be able to reply as we would be unaware of the email.
- If your daughter is unwell and so cannot do the work set, please email the school using homestudy@holt.wokingham.sch.uk so we can forward to your daughter's teachers and HoY, so they know not to chase work.
- Please remind your daughter to reply to her teacher's emails promptly – it might be her tutor checking in to see how things are or a class teacher chasing some work or asking for some clarification over work submitted.

2. Frog and TEAMS

- We aim for all teachers to post their lessons on FROG for all their classes. James Bowyer, our IT technician, has given FROG a bit of a reboot over the break so we are hoping it will not crash as much as it did in the first two weeks of on line learning.
- Microsoft TEAMS has been the preferred teaching platform for some staff – it is easier to set up assignments, give feedback and manage queries from students through the chat/post function. Your daughter has access to TEAMS through her holt email account...see attached. Staff will still put up a message on FROG to direct girls to TEAMS if that is where they are posting work.

3. Workload

- For students in Year 7,8 and 9 we are aiming for teachers to set 30 mins worth of work per lesson (it might take a bit longer but no longer than 45 mins). We hope that we will get better at gauging what constitutes 30 mins of work. Please do monitor your daughter's workload and if you think she has spent enough time on one lesson i.e. more than 45 mins...please ask her to stop and to message/email her teacher to indicate she has spent 45 mins on it. This will hopefully stop work piling up for KS3 students.
- We are asking teachers to 'reset' for the summer term...i.e. not to chase any work not handed in from last term.
- Year 10 – PPEs next week so work set this week will be structured revision.
- Year 12 – teachers are setting work in line with the demands of A level i.e. one hour per lesson as well as assuming students will be using their independent study time to work on tasks.
- Year 11 and 13 – we will send some self-study links on understanding personal finance, we have signed up to an EtonX course on interview skills and we will be looking at bridging work for students going on to study A levels. More on these, the links and timeline next week.

As always we will send out our weekly blog with updates on school closures, work being set, events happening and feedback on online learning as we become more used to it.

We wish you a good weekend and look forward to welcoming back our students on Monday.

Yours sincerely



Anne Kennedy and Katie Pearce
Co-Headteachers