

## CARLETON HIGH SCHOOL

**Carleton High School**

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18 December 2020

Dear Parents/Carers

The Government released guidance yesterday regarding the return to school following the Christmas holidays and the potential COVID testing of staff and students. The update can be accessed at: <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

The Government has stated that secondary schools will only be open from Monday 4th January for Year 11 students, vulnerable students and children of critical workers. This is for the first week – Monday 4th January to Friday 8th January. All other students will access their learning remotely for the first week of term and then return to school on Monday 11th January.

As most of you will be aware, we are now in a position where we can live stream all our lessons through Google Classroom. This means that all students who are at home for the first week will access a full timetable of live taught lessons delivered by their normal allocated teachers. All staff will be in school that week and available to help if any issues arise.

We will be contacting vulnerable students' families to communicate that we are expecting them to be in school during the first week back. If you meet the criteria for being a critical worker (see link below) and would like your child to be in school from Monday 4th January, please let us know. You can do this through My Child at School (MCAS), and the instructions are attached. Please ensure that this is done by 9am on Monday 21st December at the latest. Except for Year 11, who will have their normal timetabled lessons in classrooms, all other students will be based in a classroom or computer room. They will access live lessons on either a computer or a laptop.

[Critical workers and vulnerable children who can access schools or educational settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/critical-workers-and-vulnerable-children-who-can-access-schools-or-educational-settings/critical-workers-and-vulnerable-children-who-can-access-schools-or-educational-settings)

For Free School Meals families, we will be making hampers available for the first week of term. If that applies to you, please indicate that you require a hamper following the attached instructions. Please complete this by 9am on Monday 21st December so that the school can have them available for collection on Monday 4th January.

We appreciate that this change has been made at short notice. We are following guidance from the Department for Education that was released late yesterday. We will always try to communicate as quickly as possible following any updated guidance. In light of this, as and when we know more about COVID testing in schools, we will provide more detail of any arrangements.

If you have any questions or concerns, please do not hesitate to get in touch.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J Cross'.

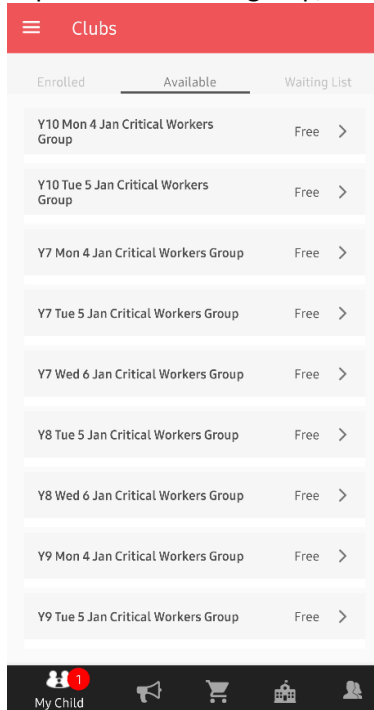
**Mrs J Cross**  
**Headteacher**

# Clubs - Critical Workers Group – Helpsheet

## Guide to adding Pupils to the Critical Worker Groups

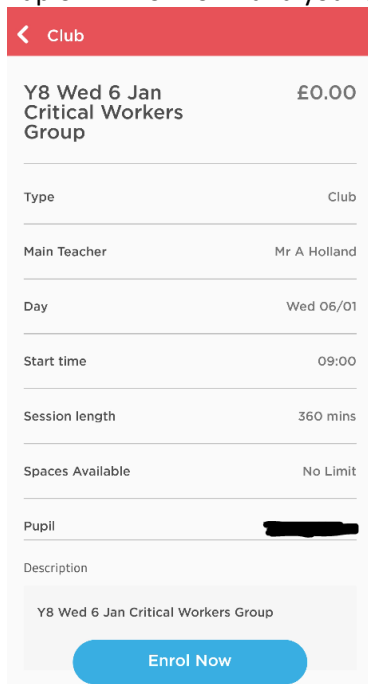
Open the MCAS app and got to Clubs, then “Available”

Tap on the relevant group/s for your child for when you would like them to attend school.



This will open the Club details screen and enable you to review.

Tap on “Enrol Now” and your child will be enrolled in this group.



Follow this process to add your child into multiple Groups.

The list of groups will then show in the “Enrolled” heading.

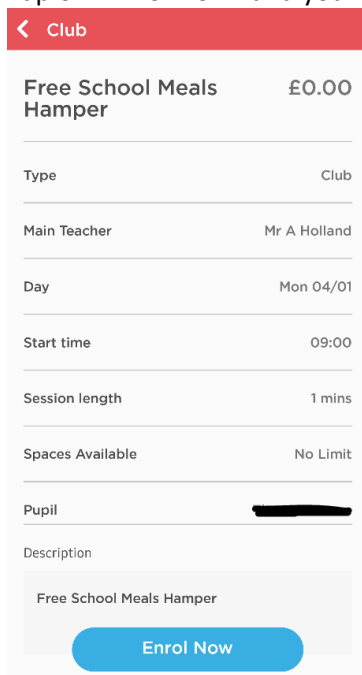
# Clubs – Free School Meals Hamper – Helpsheet

## Guide to adding Pupils to the Free School Meals Group

Open the MCAS app and got to Clubs, then “Available”  
Tap on “Free School Meals Hamper “



This will open the Club details screen and enable you to review.  
Tap on “Enrol Now” and your child will be enrolled in this group.



This will then show in the “Enrolled” heading.