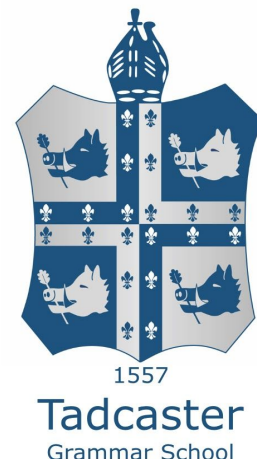


Be Your Best Self

Please see the video presentation:
Click anywhere on page 4



Thursday 18th February 2021

Dear Parents, Carers & Students,

I hope your half-term break is going well. I thought it would be useful to write to introduce expectations for the new half term in advance of Monday 22nd February 2021.

I'm sure you are aware that the Prime Minister is expected to outline the government roadmap for school reopening in The Commons on Monday 22nd February 2021, although we already know that the earliest schools will reopen is Monday 8th March 2021. Every day counts and the following outlines some minor amends to our remote curriculum way of working which have been made in response to feedback from students and parents. The guidance has been collated by teachers, year leaders & pastoral leaders and other classroom-based staff and addresses important day-to-day matters such as ensuring students (and parents assisting with learning at home):

- can re-establish and maintain sustainable ways of working;
- can effectively plan for each school day in advance;
- are able to have short wellbeing breaks between lessons and time to have a substantial break at lunchtime;
- do not become overwhelmed by email traffic from teachers via google classrooms and can actively minimise this.

Timings of the school day

We have made a few minor amendments to the internal timings of the school day. The main difference is a slightly extended lunchtime to ensure students have sufficient time to eat and also get out for some fresh air. All lessons are an hour long, but we recommend that students work for at least 50 minutes and then take a short break at the end of each lesson where possible. The school day finishes at 3:15pm as normal.



Headteacher: Mr A Parkinson B.Sc (Hons) M.Ed M.Sc
Toulston, Tadcaster, North Yorkshire. LS24 9NB
(01937) 833466 | www.tgs.starmat.uk

8:30am-8:40am	Check all emails; plan your day ahead.	
8:40am-9am	Period 1 Tutor time activities	It is important for students to access the relevant Google Classroom to check the stream at the start of each lesson (times highlighted in yellow).
9am	Period 2 starts	
10am	Period 3 starts	
11-11:30am	Break	
11:30am	Period 4 starts	
12:30-1:15pm	Lunch	
1:15pm	Period 5 starts	
2:15pm	Period 6 starts	
3.15pm	End of school day	

Contacting School

Please find a full staff contact list at the end of this letter. I hope this allows you to target your enquiry accurately as opposed to copying in multiple recipients which inevitably causes delays. Staff will always prioritise teaching, learning and student care, but will most likely get back to you in working hours within one working day. I'm sure you will understand that there is no expectation for staff to respond to email enquiries outside their normal working hours.

In order to get the most timely response to an enquiry, please use the following as an aide memoire:

Individual subject enquiry	Pastoral enquiry
Order of priority: 1st: Your child's subject teacher 2nd: The Curriculum Team Leader for the subject	Order of priority: 1st: Your child's form tutor 2nd: Your child's Pastoral Leader 3rd: Your child's Year Leader

Remote Learning Guide and Study Tips

Some students have taken the new ways of working in their stride, others have found this more challenging. We thought it would be useful to summarise some of the things we have learnt in the past 6 weeks in an updated TGS [Remote Learning Guide & Study Tips](#), including a superb voice over by Ms Lattimore!

For many this will hopefully provide reassurance that you are already on track with Remote Learning. For others, who may need to make a fresh start, please read/listen to and follow the information carefully. For parents, we hope this will provide you with the backing when you hear the cry "no one else gets up for an 8:30am start!". It might be useful to stick the guide on the fridge door to help to reinforce some of our expectations.

Remote Learning Student & Parent Guide Feb 2021

For some a fresh start; for others, keep doing what you are doing



Tadcaster
Grammar School

Be Your Best Self

1 ESTABLISH ROUTINE....

Have a strong routine which reflects the **routine of a normal school day** (this will not only help with Remote Learning but also make the transition easier when we are back in school). This should also include getting a good night's sleep.

Get **up and ready to go by 8:30am** – use the time between 8:30 and 8:40am to check all emails. Jot down **a plan for the day** (which lessons are live, which have drop in sessions, what work has been set)



2 USE THE SCHOOL TIMINGS....

Follow the **normal school timetable** throughout the day. **Check Google Classroom** at the start of each lesson to see if there are any new announcements in the stream. **Use breaks** (30 mins at 11am and 45 mins at 12:30pm) and PE lessons to **get some fresh air**.

Be in the relevant Google Classroom at the start of each lesson. Aim to spend at least 50 minutes on each subject during the lesson time. Take a short 5 minute break between lessons.

8:30am-8:40am	Check all emails. Plan your day ahead.
8:40am-9am	Tutor time activities
9am	Lesson start times.
10am	Check Google Classroom at the start of the lesson to see if there are any new announcements
11:30am	
1:15pm	
2:15pm	

3 WORKSPACE...

Finding a **quiet work space** can be challenging, but it is all the better if you can be **away from distractions** (including the pull of the Xbox/Playstation/phone).

Research shows that it is better to access the **work on a laptop/ chromebook** rather than a phone if possible. If you don't have access to a laptop please **contact the school** and we'll look for a solution.



Leave **phones with parents** whilst you work unless your lesson specifies you need it.

4 PARENTS CHECK IN....

Visit the **ClassCharts App** regularly to find out a little more about progress with work. **Praise as much as you can** for any positive notifications.

Any **red flags** are provided as information, **not as a sanction**. **Our advice is to use any red flags as a starting point for discussion**

- Have you sent an email to the teacher to outline any difficulties you are having in completing the work?
- How much time has been spent on the tasks set?
- Are there some elements of the tasks you can work through with others at home?



5 ACCESS SUPPORT...

If you require subject specific support you should **contact your subject teachers** as soon as possible through the Google Classroom private comments function.

For all other queries **tutors are the first point of contact** via the scheduled morning G-Meets or by email/ phone call. Year Leaders and Pastoral Leaders can offer additional support where required - contact details can be found on the school website/ headteachers regular updates.



Study tips

Tested by students; to make remote learning a little easier



Tadcaster
Grammar School

Be Your Best Self

1 FOLLOW YOUR TIMETABLE

Enter the relevant google classroom at the start of every period. Check the latest updates on the *stream*, double check for instructions regarding LIVE lessons and find your work for that lesson under the *Classwork* tab.



2 TURN OFF NOTIFICATIONS

Reduce the amount of emails you receive by updating your notification settings. Use the video guide (below) if you're not sure how.



3 COMMUNICATE THROUGH THE COMMENTS

Questions and updates to your teachers should be made through the Class or Private comments functions on Google Classroom. (This keeps all of your messages in one place and is really helpful to your teachers).



4 TURN IN YOUR WORK

At the end of the lesson ensure that you *Turn in* the work you've done (even if it's not finished). You should always include evidence of the work by attaching another document or photograph if necessary.



5 USE ALL OF THE GUIDANCE AVAILABLE

Do not miss the LIVE sessions. Read the instructions for each assignment carefully. Watch all of the demo videos; skipping past them will probably mean going back and will cost you more time later.



6 TAKE A BREAK FROM SCREEN TIME

You can complete work in a variety of ways; you must try to avoid 5 hours solidly working at a screen. Don't forfeit time away completing activities such as P.E. in favour of completing more study at a screen.



For further practical advice

[Watch this short video](#)

← Click

A note to parents and carers from our Year Leaders & Pastoral Leaders

We wanted to express our sincere thanks to all our students and their families for their amazing efforts with so many aspects of remote learning last half term.

It is such a challenging time for so many and we have been energised by our students at this time, their resilience and ambition is so impressive. We are fortunate to experience their determination and this continues to inspire us. Thank you to all our students as they engage with their remote learning and to all at home who provide vital support. Here are some helpful reminders to support learning as we continue to work remotely.

Classcharts

We hope you have found the class charts app useful. Using class charts you can check the positive and negatives that have been awarded for your child by their teachers. Please could you take a moment to share the positive comments with your child to let them know how pleased we are with their work.

Please also remember the negatives are for information to help us keep track of student engagement. If you are concerned that your child is behind with work or struggling, please contact their subject teacher who will be able to support them further.

Google Classroom

Google classroom is where all the students' work is set. Please look at this with your child to see what work they have completed and what is outstanding.

Students have been receiving notifications via email of work set in google classrooms, so clearing out and organising emails over the last couple of days of the half-term holiday may help some students to feel more organised. Students may find it helpful to turn off notifications from each classroom and rather than access emails to find their work, follow their daily timetable and log into the correct google classroom to access the work at the correct time.

We hope that students will see the new half term as an opportunity to have a clean slate and a fresh start. Many students have worked incredibly hard and coped well and we appreciate some may have found this more challenging. Whichever position your child is in, the new half term is a new opportunity.

To our students, keep up the good work and your commitment to be your best self!

Take care and keep in touch. The Year Leader & Pastoral Leader Teams

Coronavirus testing in school

Thank you to all the parents/carers who have completed the consent form regarding lateral flow testing (LFT) for when we fully reopen the school. Please could I ask those of you who have not yet to completed the online form to do so immediately:

[CONSENT FORM FOR LATERAL FLOW TESTS](#)

I am very much looking forward to writing the letter inviting all of our wonderful students back into school. I hope this will be sooner rather than later. As usual, as soon as I have any news, I will write to you immediately.

As always, thank you for your superb support.

Kind regards,

Andrew Parkinson
Headteacher

KEY CONTACTS IN SCHOOL

Individual subject enquiry	Pastoral enquiry
Order of priority: 1st: Your child's subject teacher 2nd: The Curriculum Team Leader for the subject	Order of priority: 1st: Your child's form tutor 2nd: Your child's Pastoral Leader 3rd: Your child's Year Leader

Subject Enquiries - Curriculum Team Leaders

Art	Ms E Lattimore	e.lattimore@tgs.starmat.uk
Business & Commercial Subjects	Mr C Benoit	c.benoit@tgs.starmat.uk
Computing	Mr R Remillard	r.remillard@tgs.starmat.uk
Drama	Ms C Duckworth	c.duckworth@tgs.starmat.uk
English	Ms C Carson	c.carson@tgs.starmat.uk
Food & Nutrition	Ms H Hercberg	h.hercberg@tgs.starmat.uk
French	Ms M Butterworth	m.butterworth@tgs.starmat.uk
Geography	Ms L Ireland	l.ireland@tgs.starmat.uk
German	Ms A Helliwell	a.helliwell@tgs.starmat.uk
History	Mr A Crease	a.crease@tgs.starmat.uk
Mathematics	Mr R Power	r.power@tgs.starmat.uk
Music	Ms S Buckley	s.buckley@tgs.starmat.uk
Physical Education	Mr R Solk	r.solk@tgs.starmat.uk
RE	Ms T Askew	t.askew@tgs.starmat.uk
Science	Mr P Gomersal	p.gomersal@tgs.starmat.uk
SENDCO	Ms V Ward	v.ward@tgs.starmat.uk
Skills for Life	Ms A Henson	a.henson@tgs.starmat.uk
Technology	Mr J Bell	j.bell@tgs.starmat.uk

Pastoral enquiries

1st Contact - Form tutor

2nd Contact - Pastoral Leader

3rd Contact - Year Leader

YEAR 7

Form	1st: Form Tutor	Email
7C1	Mr O. Kenyon	o.kenyon@tgs.starmat.uk
7C2	Mr A. Allman	a.allman@tgs.starmat.uk
7D1	Ms T. Askew	t.askew@tgs.starmat.uk
7D2	Mr J. Hoyle	j.hoyle@tgs.starmat.uk
7F1	Ms K. Langstaff	k.langstaff@tgs.starmat.uk
7F2	Ms T. Baker Ms H. Cooney	t.baker@tgs.starmat.uk h.cooney@tgs.starmat.uk
7O1	Ms L. Parker Ms P. Parkin	l.parker@tgs.starmat.uk t.parkin@tgs.starmat.uk
7O2	Ms L. Ireland Ms V. Ward	l.ireland@tgs.starmat.uk v.ward@tgs.starmat.uk
7T1	Ms L. Fullerton	l.fullerton@tgs.starmat.uk
7T2	Mr P. Richardson Ms H. Cooney	p.richardson@tgs.starmat.uk h.cooney@tgs.starmat.uk

	2nd: Pastoral Leader	3rd: Year Leader
Year 7	Mr D Bass d.bass@tgs.starmat.uk	Ms C Hodgson c.hodgson@tgs.starmat.uk
	Year 7 01937 837618 or extension: 218	

Pastoral enquiries

1st Contact - Form tutor

2nd Contact - Pastoral Leader

3rd Contact - Year Leader

YEAR 8

Form	1st: Form Tutor	Email
8C1	Ms R. Thomas Ms G. Elliot	r.thomas@tgs.starmat.uk g.elliott@tgs.starmat.uk
8C2	Mr P. Gomersal	p.gomersal@tgs.starmat.uk
8D1	Ms R. Yellow	r.yellow@tgs.starmat.uk
8D2	Ms M. Butterworth	m.butterworth@tgs.starmat.uk
8F1	Ms C. Furze	c.furze@tgs.starmat.uk
8F2	Ms A. Helliwell	a.helliwell@tgs.starmat.uk
8O1	Ms L. Alderman Ms L. Boddy	l.alderman@tgs.starmat.uk l.boddy@tgs.starmat.uk
8O2	Ms J. Pinder Ms G. Elliot	j.pinder@tgs.starmat.uk g.elliott@tgs.starmat.uk
8T1	Mr C. Spence	c.spence@tgs.starmat.uk
8T2	Mr J. Bell	j.bell@tgs.starmat.uk

	2nd: Pastoral Leader	3rd: Year Leader
Year 8	TEMPORARY Ms C Beal c.beal@tgs.starmat.uk	Ms C Kenny c.kenny@tgs.starmat.uk
	Year 8 01937 837656 or extension: 256	

Pastoral enquiries

1st Contact - Form tutor

2nd Contact - Pastoral Leader

3rd Contact - Year Leader

YEAR 9

Form	1st: Form Tutor	Email
9C1	Mr P. Holmes	p.holmes@tgs.starmat.uk
9C2	Mr R. Remillard	r.remilalard@tgs.starmat.uk
9D1	Ms K. McGeechan Ms C. Ledbitter	k.mcgeechan@tgs.starmat.uk c.ledbitter@tgs.starmat.uk
9D2	Ms E. Hitchon	e.hitchon@tgs.starmat.uk
9F1	Ms H. Hercberg Ms K. Baron	h.hercberg@tgs.starmat.uk k.baron@tgs.starmat.uk
9F2	Mr R. Power	r.power@tgs.starmat.uk
9O1	Ms Z. Bignell	z.bignell@tgs.starmat.uk
9O2	Mr M. McKie Ms D. Parker-Starbuck	m.mckie@tgs.starmat.uk d.parker-starbuck@tgs.starmat.uk
9T1	Ms A. Murrell	a.murrell@tgs.starmat.uk
9T2	Ms E. Stubbs	e.stubbs@tgs.starmat.uk

	2nd: Pastoral Leader	3rd: Year Leader
Year 9	Ms N Weatherill (Mon - Wed) n.weatherill@tgs.starmat.uk	Ms C Yewman c.yewman@tgs.starmat.uk
	Ms C Beal (Thu - Fri) c.beal@tgs.starmat.uk	
	Year 9 01937 837625 or extension: 236	

Pastoral enquiries

1st Contact - Form tutor

2nd Contact - Pastoral Leader

3rd Contact - Year Leader

YEAR 10

Form	1st: Form Tutor	Email
10C1	Ms S. Micheli	s.micheli@tgs.starmat.uk
10C2	Ms H. Richardson Ms L. Velvick	h.richardson@tgs.starmat.uk l.velvick@tgs.starmat.uk
10D1	Ms J. Hodgson	jade.hodgson@tgs.starmat.uk
10D2	Ms R. Dickinson	r.dickinson@tgs.starmat.uk
10F1	Ms C. Duckworth	c.duckworth@tgs.starmat.uk
10F2	Ms J. Binks Ms E. Lindsay	j.binks@tgs.starmat.uk e.lindsay@tgs.starmat.uk
10O1	Mr J. Alderman	j.alderman@tgs.starmat.uk
10O2	Ms J. Alderson Ms L. Velvick	j.alderson@tgs.starmat.uk l.velvick@tgs.starmat.uk
10T1	Dr Z. Burgess	z.burgess@tgs.starmat.uk
10T2	Ms A. Cantrell	a.cantrell@tgs.starmat.uk

	2nd: Pastoral Leader	3rd: Year Leader
Year 10	Pastoral Leader Mr J Fox j.fox@tgs.starmat.uk	Year Leader Ms D Naylor d.naylor@tgs.starmat.uk
	Year 10 01937 837615 or extension: 315	

Pastoral enquiries

1st Contact - Form tutor

2nd Contact - Pastoral Leader

3rd Contact - Year Leader

YEAR 11

Form	1st: Form Tutor	Email
11C1	Ms C. Carson Ms V. England	c.carson@tgs.starmat.uk v.England@tgs.starmat.uk
11C2	Ms C. Collinson Ms S. Campbell	c.collinson@tgs.starmat.uk s.campbell@tgs.starmat.uk
11D1	Mr C. Benoit	c.benoit@tgs.starmat.uk
11D2	Ms S. Buckley	s.buckley@tgs.starmat.uk
11F1	Ms L. Bland	l.bland@tgs.starmat.uk
11F2	Dr M. Stephenson	m.stephenson@tgs.starmat.uk
11O1	Mr R. Solk	r.solk@tgs.starmat.uk
11O2	Mr J. Bellwood	j.bellwood@tgs.starmat.uk
11T1	Mr L. Clarke Ms V. Hubbard	l.clarke@tgs.starmat.uk v.hubbard@tgs.starmat.uk
11T2	Ms A. Henson	a.henson@tgs.starmat.uk

	2nd: Pastoral Leader	3rd: Year Leader
Year 11	Ms E Proctor e.proctor@tgs.starmat.uk	Ms S Buckley s.buckley@tgs.starmat.uk
	Year 11 01937 837677 or extension: 277	

Pastoral enquiries

1st Contact - Form tutor

2nd Contact - Pastoral Leader

3rd Contact - Director

SIXTH FORM

Form	1st: Form Tutor	Email
12C	Mr A. Crease	a.crease@tgs.starmat.uk
12D	Mr A. Cain	a.cain@tgs.starmat.uk
12F	Mr S. Sharratt	s.sharratt@tgs.starmat.uk
12O	Ms J Whitworth Ms H. O'Connor	j.whitworth@tgs.starmat.uk h.oconnor@tgs.starmat.uk
12T	Ms J. Kay	j.kay@tgs.starmat.uk
13C	Mr M. Elsworth Ms N. Randall	m.elsworth@tgs.starmat.uk n.randell@tgs.starmat.uk
13D	Ms K. Holmes	k.holmes@tgs.starmat.uk
13F	Mr G. Dale	g.dale@tgs.starmat.uk
13O	Ms S. Farren Ms C. Foulds	s.farren@tgs.starmat.uk c.foulds@tgs.starmat.uk
13T	Ms H. Brydon	h.brydon@tgs.starmat.uk

	2nd: Pastoral Leader	3rd: Director
Sixth Form	Ms J Gadsby j.gadsby@tgs.starmat.uk 01937 837635 or extension: 235	Ms R Knapton r.knapton@tgs.starmat.uk 01937 837623 or extension: 223

General contact with the school

Please ring Reception on: 01937 833466

Or use the following contact form: <https://tgs.starmat.uk/contact/>

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