

Many of you are making good use of your study schedules whilst your current routines of classes and regular contact with your teachers is being disrupted. Below are some suggestions and expectations for how you should spend your time learning effectively whilst at home:

1. Try to keep your study schedule in line with your usual timetable at school. That is, the lessons you would normally have in school become the subjects you study for the timetabled hours on that day. Make sure that you have breaks and lunch. Those in Sixth Form with free periods should also try to schedule activities during these slots.
2. Communication from the Headteacher and teachers will be via email, but all work will be set on Microsoft Teams. Check that you have access to your College email account and delete any unnecessary emails which may have built up over time to ensure sufficient capacity is available for you to be supported through email and Microsoft Teams.
3. Make sure you have read the instructions on how to use Microsoft Teams. This can be found in the link on the College website on the Coronavirus support page <https://www.wymondhamcollege.org/1586/coronavirus-support>
4. Let CISS know if you are having difficulty. Email [cissteam@wymondhamcollege.org](mailto:cissteam@wymondhamcollege.org)  
Please note you must send this via your college email or your parents contact email address.
5. Stay in regular contact with your teachers via Microsoft Teams, checking for updates and guidance from them. All work will be set and should be submitted via Microsoft Teams.
6. Make use of all the materials, lessons and on-line resources your teachers make available to you via Microsoft Teams. Your teachers will have a preferred way to teach remotely: Some will request for you to join a live lesson (prior notification will be given for any live lessons); others may post video lessons and some may post Power Points and material for you to read. No lessons will be 1-1.
7. Complete assignments that have been set by your teachers and follow instructions from them on how and when to submit these.
8. Make sure you schedule breaks; get fresh air and exercise, stay safe, enjoy reading and watching your favourite entertainment and interact with family, friends and classmates so that you can continue to support one another. Look at the 'Fun Activities' on the College Coronavirus Support page for some ideas.
9. **Year 11/13:** The government has now released important answers to arrangements for awarding grades and qualifications to students due to sit exams this summer. Answers to the many questions that you may have relating to this can be read here:
  - a. <https://www.gov.uk/government/publications/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020>
  - b. Please do not contact us to discuss individual grades as we will not be able to provide information about this process at this time.

Remember to stay calm, follow advice, stay safe and be kind.

Mrs J Edmunds-Grezio  
**Deputy Headteacher**