

7th January 2021

Dear Students, Parents and Carers

Following on from the Principal's email, I am writing to confirm details of pastoral support and events for the coming weeks. We hope that students have been able to access their lessons online and are trying their best to establish good routines at home, following their timetable for lessons as well as planning time for independent study and relaxation.

Access to Campus

As you are aware, the college is closed for all but a very small number of students (vulnerable students and children of critical workers who request access) until February half term. Please contact studentservices@collyers.ac.uk if you would like to request access to campus. Guidance about eligibility can be found [here](#).

Reporting Absence

If a student is unwell and unable to engage with their online lessons, parents/carers should report their absence from by emailing absence@collyers.ac.uk . Please **continue to report positive Covid-19 test results via the absence email**, clarifying the date of the test and whether or not the student is well enough to participate in lessons online. If there are technical problems preventing a student joining an online lesson or tutorial, the student should contact their teacher or tutor directly. Students struggling to join online lessons due to problems accessing an appropriate device should contact studentservices@collyers.ac.uk .

Progress Review

Mid-year Progress Review grades will be available on MyProgress for students and through MyStudent, (our portal for parents), from 5pm Friday 8th January. Students will meet 1-1 online with their Tutors and/or Head of House, during Progress Review Day on Tuesday 12th January. Some students may be offered an alternative appointment time during the next two weeks where staff are juggling home-schooling alongside teaching. Tutors will discuss the students' self-assessment, teacher assessments and any action plan targets set in response to the Progress Review grades. Further guidance, support or intervention will be provided where it is needed to help a student get back on track. Bookings for Progress Review appointments are now open for students on MyProgress. We anticipate that Parents' Evenings will proceed as advised in my [December email](#), on 21st and 26th January and bookings will open on Friday 8th January.

Financial Support - Bursary & Free School Meals

Students in receipt of the bursary and/or free school meals will continue to receive support during the lockdown using the same arrangements as during the remote learning weeks of last term.

Online Support

During the lockdown, students will continue to receive study and wellbeing support remotely. Students should contact their tutor in the first instance if they are in need of support or there are lots of self-help resources through SharePoint (Tutorial, Wellbeing, Study Support). To help safeguard students during the lockdown, there is a wealth of information and support strategies available via the Collyer's Wellbeing SharePoint:

<https://collyer82.sharepoint.com/sites/StudentWellbeing>. For specific advice and support to help students stay physically and mentally safe during the Lockdown, and whilst engaging in online activities, we have included some bespoke 'Guides' which can be found in the 'News' section. Students and parents/carers can use the safe@collyers.ac.uk email to report safeguarding concerns.

Community Hub Support for Families in Need

All young people and families who need support during lockdown can contact the Council's Community Hub, which is there to provide help during the COVID pandemic. The Community Hub, which was set up in March 2020, gives practical support and information to anyone adversely affected by COVID-19, which could include the provision of food and essential household supplies. Contact is totally confidential and is available seven days a week, between 8am and 8pm when staff will be on hand to respond to enquiries. You can find more information and request support online at www.westsussex.gov.uk/covid19communityhub or to speak to someone call: 033 022 27980.

Keep safe and kind regards

Andrea John
Vice Principal (Pastoral)