

Health Futures UTC Continuing Education Remotely

Students will:

- Be issued with exercise books in which to complete work
- Follow their normal timetables from home
- Register with their teachers via e-mail at the time they usually would during the school day, in accordance with their timetable
- Be sent work via email at the start of each lesson
- Have the opportunity to access a live lesson through Microsoft Teams, but not penalised if they do not have the technology to use Teams from home
- Make notes and complete tasks in their exercise books
- Be given one piece of assessed work each week for each subject. They will photograph the work on their phones and send it back to their teachers for assessment
- Improve their assessed work in their exercise books as directed by their teachers
- Be able to email their teachers and learning support (where applicable) during the lesson for additional support
- Have access to pastoral support should they need it

Teachers, support staff and pastoral staff will endeavour to ensure your child is still receiving class work, and the support they require just as they would whilst in school.

Additional information for student that are scheduled to take milestone assessments or internal exams:

- Students will be sent home with a pack of assessments/exams
- They will be expected to complete their assessment/exam during the scheduled time allocated on the timetable.
- Assessments/exams will be collected and marked by school staff. Details of collection will be communicated to students and parents by email.
- Data will be collected in the normal way and reports issued

All calls to our main phone line will be re-directed to Miss Finch. Calls cannot be connected to any other members of staff, but all staff will receive messages and calls will be returned in the normal manner.

The Health Futures UTC Admin e-mail account will still be managed throughout the day and e-mails will be forwarded appropriately.

This e-mail address is admin@healthfuturesutc.co.uk

The text service will also be managed throughout the day and any texts will be responded to promptly.

All teaching staff will be contactable by their students as per their normal timetables.