

# NEWSLETTER

For all parents and carers of students at Sir George Monoux College  
March 2021

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## END OF YEAR GRADES

Hello, it's been wonderful to see our students all back in college – I hope they've enjoyed being able to have lessons back in the classroom. The following important information will explain how your young person will be assessed and how they will finish this year.

### **When will my young person finish, and how will they be graded this year?**

#### **Level 2 students, and Level 3 vocational students (Year 1)**

They will finish this year no later than the 30th June, and no earlier than the 15th June (if all their work is completed to a very high standard). Their assignments will be graded as usual by their teachers, but the exam unit will be graded by their teachers as well, based on work they have done and are doing now. If they are studying GCSEs, these will be over the coming weeks and graded by their teachers, who will arrive at a final grade for them at the end of May. They will finish their GCSE courses on the 14th May.

## **ALP Students**

They will finish this year, as planned, on Wednesday 30th June. All of their GCSE exams will be replaced by teacher assessed grades. Teachers will give them a fair grade based on the work they are doing now and over the next few weeks (and in some cases good work they have done in the past). Other exams will be arranged as normal, and teachers will let them know when they are happening.

## **Level 3 vocational students (Year 2)**

They will finish this year no later than the 30th June. All of their work will be assessed and graded by their teachers as normal. Sports students will have teacher assessed grades replacing the exam units. If they are studying GCSEs, these will be assessed over the coming weeks by their teachers, who will arrive at a final grade for them at the end of May. They will finish their GCSE courses on the 14th May.

## **A Level Year 1 (including mixed A Level and vocational programmes)**

They will finish this year, as planned, on Wednesday 30th June. For all of their A level subjects, their teachers will continue to assess their progress and let them know how to improve as normal. The exams they are doing now will form part of their end of year assessment, but there will be more assessments to come over the next three months, feeding into their UCAS predicted grades. If they are studying a 30 credit vocational course, the exam unit will be assessed by Teacher Assessed Grade, and their other units will be internally assessed assignments as normal.

## **A Level Year 2 (including mixed A Level and vocational programmes)**

They will finish this year on the 14th May. All of their exams will be replaced by teacher assessed grades. Teachers will give them a fair grade based on the work they are doing now and over the next few weeks (and in some cases good work they have done in the past, such as coursework).

## **When will they be doing assessments?**

Their teachers will let them know. For those of students with exams in the Sports Hall and elsewhere after Easter, they will get an exam timetable before the holidays.

## **What if they miss an assessment?**

If they miss an assessment because of COVID, we will make arrangements for them to do the assessment from home if they are well enough, or resit. We will need proof of a positive test, or of having been asked to self-isolate. If they miss an assessment

for other reasons, it is likely they will not get the marks for that assessment, and consequently will receive a lower grade. If they are seriously ill on the day, or involved in an accident of some type, we will apply special considerations for them if they provide proof.

The bottom line is that students must get to their assessments on time, and if they are worried about anything speak to us as early as they can so we have the best chance to support them.

### **When will they know their grade?**

Results days will be August 10<sup>th</sup> for Level 3 and A Level courses, and August 12<sup>th</sup> for Level 2 courses. We cannot tell your young person their Teacher Assessed Grades before then, as the exam boards may wish to change them after seeing their work. We will show them the portfolio of evidence we are using to decide their grades, so that they can sign off that it is their own work, and raise any important circumstances.

### **What if they disagree with their grade?**

In sharing the portfolio of evidence with your young person, and with mark schemes published online, we think they will agree with the grading. If, however, they disagree with the grade, there will be an appeals process for them to follow. **It is very important that they do not contact their teacher directly in this case.**

I hope that this information is useful for you and your young person's planning and peace of mind. Their teachers are determined to give them every chance to show what they can do over the next month or so, and if they have similar determination to work hard and demonstrate their skills and understanding, this will certainly be rewarded.

## **UPDATE ON CORONAVIRUS HOME TESTING AND PROCESSES FOR REPORTING ABSENCE**

Hopefully, your young person will already have started home testing for coronavirus. All students should take these tests twice a week now, and over the Easter holidays. Regular, asymptomatic testing will help keep the college community, and your household, safe.

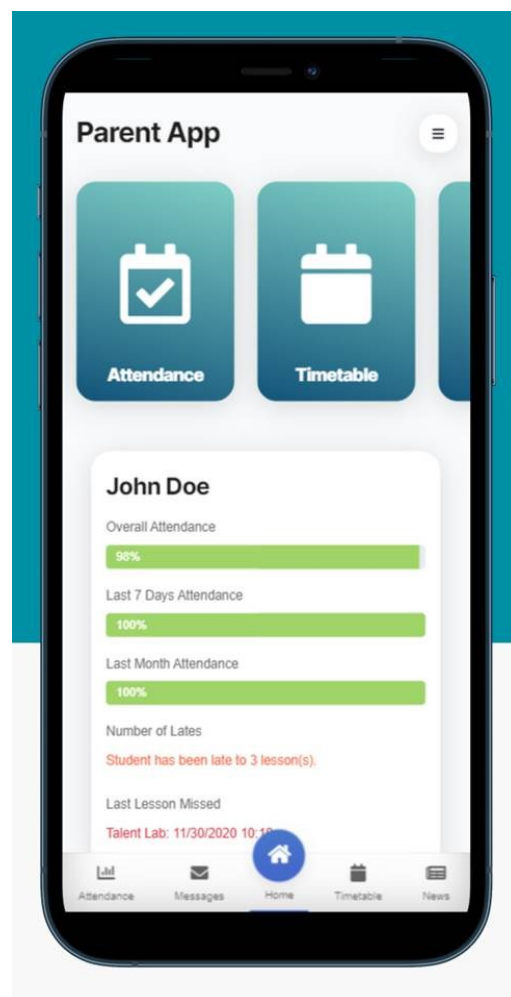
Please read the detailed information on testing at the end of this newsletter, and refresh yourself on our Covid-19 absence reporting policy.

## THE MONOUX PARENT/CARER APP IS ALMOST HERE!

The Monoux Parent/Carer App will be launched on the 19th April. You will be able to check your young person's attendance, timetable, key events (such as key exams and Passport Days), academic performance and more.

This will be launched for the parent/carers of progressing students only, and will mean that Parent Portal will be switched off during the Summer Term. However, if this is your young person's final year at the college you will still need to continue to use Parent Portal for the remainder of the year.

On the week commencing the 19th April, you will receive 2 texts (and an email). This will contain a link to download the App and your username and password. Please follow the instructions to download the App on your phone – downloading the App will unlock all the features. [info@sgmc.ac.uk](mailto:info@sgmc.ac.uk) will be on hand to answer any questions or feedback you have.



It's really important that we have your correct mobile number for this to work – so if you have changed your mobile number since September please email [info@sgmc.ac.uk](mailto:info@sgmc.ac.uk). Please quote your young person's ID number in the email.

## YOUR FEEDBACK IS APPRECIATED

As we plan and prepare for the next academic year, we are reflecting upon how we use technology to support our students. We have learnt a lot during each lockdown, and are keen to build upon this success for what we hope will be an academic experience that is more similar to college life before the pandemic. We would really appreciate your views on our online curriculum, and so would be grateful if you could take a few minutes to complete a short form. You can access this via computer or mobile device by clicking on the link below:

<https://www.sgmc.ac.uk/portals/parent-feedback.asp>



## What to know

# CORONAVIRUS AND TESTING

### Home test kits (known as Lateral Flow Tests)

#### What are these for?

All students have been supplied with Covid-19 home test kits.

They are also called Lateral Flow Tests. These tests are designed for asymptomatic testing. This means that they can pick up cases of Covid-19 where somebody is infectious but is not displaying symptoms.

Regular, asymptomatic testing will help keep the college community, and your household, safe.



#### How do we use them?

All students should take these twice a week (ideally on Wednesday and Sunday) now, and over the Easter holidays. All the instructions are inside the box – you may want to supervise for the first couple of times to ensure the instructions are followed correctly. If your young person has not picked up their home test kit they are available at the front of college. You should not use this test if you are experiencing any Covid-19 symptoms, you need to use the PCR test (see below).

#### What if they test positive?

If your young person tests positive with this kit, your household will need to self-isolate. You must register a positive test via the NHS App and email [info@sgmc.ac.uk](mailto:info@sgmc.ac.uk) to let us know.

### Covid-19 tests booked via [www.gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test) (known as PCR tests)

#### What are these for?

PCR tests are designed for students who display any one of the three Covid-19 symptoms. If you are experiencing any one of the three Covid-19 symptoms, your family needs to self-isolate and you need to book a test via the website link above.

#### How do we use them?

You will be invited to attend a testing centre and instructions will be provided.

#### What if they test positive?

If your young person tests positive with this kit, the household will need to follow NHS Track and Trace isolation guidance and you need to email [info@sgmc.ac.uk](mailto:info@sgmc.ac.uk) to let us know.

It is crucial to remember that students should **never** come into college if they experience any of the three Covid-19 symptoms

## What to know

# CORONAVIRUS AND STUDENT ABSENCE

Our college sickness policy is that students need to call the absence line (0208 523 3544 ext.6543) or email [studentabsence@sgmc.ac.uk](mailto:studentabsence@sgmc.ac.uk) before 9:30am each day you are ill.

This leaflet contains specific information regarding absence due to Covid-19.



### If you have a light cold or feel a little unwell

You should still come into college and make every effort to attend your lessons. If you start to feel worse during the day or develop Covid-19 symptoms whilst in college, you should request to be taken to the isolation room (Room 24) and ask for a first aider to be contacted.



### If you have any of the following covid-19 symptoms. Including:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

You need to:

1. Get a test to check if you have Covid-19 as soon as possible. Go to the following website to book your test: <https://www.gov.uk/get-coronavirus-test>

If you cannot get a test, please email [tracy.straker@sgmc.ac.uk](mailto:tracy.straker@sgmc.ac.uk)

2. Stay at home, do not come to college, and do not have visitors until you get your test result – only leave your home to have a test.
3. Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.
4. Notify the college by calling the absence line (0208 523 3544 ext. 6543) or sending an email to [studentabsence@sgmc.ac.uk](mailto:studentabsence@sgmc.ac.uk). Make clear that you have Covid-19 symptoms.
5. The college will give your parent/carers a call to let them know the next steps. We will maintain contact with you and advise when it is safe to return.

Unless you are very unwell, we will expect you to keep up to date with your work and communicate with teachers. We will check your attendance whilst you are away through your use of Microsoft Teams.

This will not affect your overall attendance or bursary payments. You will also receive a weekly call from your Progress Coach to check how your work is going, and your Personal Mentor will also check in to see how you are getting on.

## **If someone in your house has one of the Covid-19 symptoms or tests positive through asymptomatic testing**

1. If you live in the same household as someone with Covid-19 symptoms, you must self-isolate straight away for 14 days.
2. You should notify the college by calling the absence line (0208 523 3544 ext.6543) or emailing [studentabsence@sgmc.ac.uk](mailto:studentabsence@sgmc.ac.uk). Make clear that someone in your household has Covid-19 symptoms. You do not need to call every day to confirm your absence during this period.
3. The college will give your parent/carers a call to let them know the next steps. We will maintain contact with you and advise when it is safe to return.
4. During this time, you should:
  - Not leave your house.
  - Avoid social contact with other students.
  - Try and stay up to two metres away from other people in your house and sleep in a separate room if you can.

We will expect you to keep up to date with your work and communicate with teachers. We will check your attendance whilst you are away through your use of Microsoft Teams. This will not affect your overall attendance or bursary payments. You will also receive a weekly call from your Progress Coach to check how your work is going, and your Personal Mentor will also check in to see how you are getting on.

## **If you are told to self isolate by NHS Test and Trace**

1. Notify the college by calling the absence line (0208 523 3544 ext.6543) or emailing [studentabsence@sgmc.ac.uk](mailto:studentabsence@sgmc.ac.uk). You must include evidence that you have been asked to self-isolate by Test and Trace, such as a text message or email. We will also give your parent/carers a call to let them know the next steps.
2. The college will give your parent/carers a call to let them know the next steps. We will maintain contact with you and advise when it is safe to return.
3. During this time, you must follow the NHS Test and Trace guidance, which includes:
  - Not leave your house.
  - Avoid social contact with other students.
  - Try and stay up to two metres away from other people in your house and sleep in a separate room if you can.

We will expect you to keep up to date with your work and communicate with teachers. We will check your attendance whilst you are away through your use of Microsoft Teams. This will not affect your overall attendance or bursary payments. You will also receive a weekly call from your Progress Coach to check how your work is going, and your Personal Mentor will also check in to see how you are getting on.