



MALVERN COLLEGE

11 January 2021

Sent via ISAMS

Dear Parents and Guardians

Term is underway and although we had expected a week or two of online learning, recent changes have meant that we are now expecting to be teaching remotely for at least the first half of term. We have therefore been working hard to develop a strategy that provides the highest quality educational input for our pupils over the coming weeks. There is more information available on the Parent Hub outlining a variety of important and useful information including:

<https://www.malverncollege.org.uk/parent-hub/spring-term-2021.html>

- Key tips and lessons learned from online learning in Summer 2020
- Pupil wellbeing guide and code of conduct for online learning
- Covid-19 Annex to the Safeguarding Policy
- Weekly time-table of Co-curricular and Super-curricular activities
- Recordings of Assemblies and Chapels

Weekly Time-Table

Given the intensity of online lessons and the need for pupils to have time to complete independent study away from screens, and mindful of the limit to daylight hours given the time of year, we have made some minor changes to the weekly time-table by compressing the length of face-to-face lessons to increase the break in the middle of the day and reduce the time in lessons on Saturdays. Whilst these reduce the screen-time hours, we do not plan to reduce the academic content that each pupil will receive.

Key changes:

- Lessons reduce to 45 minutes (weekdays) and 40 minutes (Saturdays)
- Lunch break increased to two hours to allow pupils to have a meaningful time away from their desk and do something active

Lesson	Start	Stop	Length		Saturday	Start	Stop	Length
P1	08:45	09:30	00:45		P1	09:00	09:40	00:40
P2	09:40	10:25	00:45		P2	09:50	10:30	00:40
Break	10:25	10:55	00:30		Break	10:30	10:50	00:20
P3	10:55	11:40	00:45		P3	10:50	11:30	00:40
P4	11:50	12:35	00:45					
Lunch	12:35	14:30	01:55					
P5	14:30	15:15	00:45					
P6	15:25	16:10	00:45					

There will be some other minor changes to specific year group or individual timetables that will be communicated directly to the pupils.

We will also continue to ensure a busy and fulfilling programme of Co-curricular and Super-curricular activities for the Spring Term, so that all pupils will be able to continue to be engaged and stretched physically and mentally. We would expect all Sixth Form, Hundred and Pre-Sixth pupils to be actively involved in at least one aspect of the Super-curriculum each week. Pupils will be able to continue with their usual CCAs including maintaining their sporting, musical, artistic, dramatic and physical activities programme three times a week. The full Co-curriculum and Super-curriculum timetable will be advertised before the start of each week and daily bulletins will be included with house notices.

Calendar

Leave-out weekend(s) and Half Term. On the Friday morning of Leave-out and Half Term, lessons will follow the same timings as other weekdays for morning lessons with the final lesson finishing at 12.25pm.

Parents meetings. Parents Meetings were held on-line successfully for the Lower Sixth and Upper Sixth last term, and therefore the parent meetings for the FY on 5 February, the Hundred and Pre-Sixth on 11 February and the Remove on 18 March will continue as planned. Details will be sent to parents in good time for each of these.

Reports will continue as planned.

Trial and Public Examinations. Parents with pupils in the Hundred, Pre-Sixth and Upper Sixth have all been written to separately regarding this Summer's assessments. These letters are available on the Parent Hub: Spring 2021
<https://www.malverncollege.org.uk/parent-hub/latest-updates.html>
and, we will continue to update parents and pupils as we receive information from Ofqual and the Department for Education.

Contact

Your child's Tutor or Housem will be in regular contact over the term, please do also contact them for information, and use them as your first point of contact as usual. Whilst a number of staff have been placed on furlough leave, the vast majority of teaching staff are needed to teach and so are available to discuss academic and pastoral matters.

Please could parents also contact us (ria.wilkins@malverncollege.org.uk) if a pupil is unable to attend lessons due to Covid-19 reasons, breaking it down into one of the following categories: suspected C-19 case; confirmed C-19 case; requested to remain at home due to close contact with a confirmed case within school; requested to remain at home due to a close contact with a confirmed case from outside of school; or self-isolation.

Fees

You will already have seen the letter (7.1.21) from me and Kate Collyer (Director of Finance) regarding fees. There are a lot of uncertainties surrounding both the length of this lock-down and what will be required in terms of academic provision for the exam year groups. We have a small but significant number of pupils (children of critical workers and vulnerable children) on-site each day and boarding with us, which has meant that we are keeping some boarding houses and other facilities open, as well as needing to provide catering, testing and activities for these pupils. Similarly, whilst we have furloughed staff, it has been a more limited number than in Summer 2020. Therefore, whilst we are reviewing and actively managing very closely operational budgets, and will pass all savings that we are able to make onto parents, we anticipate any adjustment to fees being included as a credit note against the Summer Term invoices once we have completed a full audit of our costs.

Kind regards

A handwritten signature in blue ink, appearing to read 'Keith Metcalfe', with a horizontal line underneath.

Keith Metcalfe
Headmaster