



Dear Parent(s)/Carer(s),

I hope that despite the current circumstances, you have managed to have a break and a rest over Easter. It feels slightly strange to say that term has now started again but I hope that the break has enabled everyone to catch up and be able to quickly get into a routine again with school work. This is especially important for year 10 students who will need to keep up to date with their work to enable them to successfully take their GCSE exams in a year's time.

Before the break, we sent out information about a slightly new way of working. We ask that all students now access their work on Microsoft Teams. New work packs are available on the website and class teachers will be communicating via Teams not email. This is a much easier way for everyone to keep on top of things and be organised. There are more details on how to use this in the 'Keeping Up with education' section.

We understand that income for many people has changed during this time. If your family has had a change in financial circumstances then you may be eligible to claim free school meal support for your child/children. I have included details to check if you can claim and how to apply – please see the 'Top Tips for Families' section.

On Friday 3 April we said goodbye to Mr Beeson, our site manager, who has been with us for nearly five years. He has secured a promotion in a bigger school. It is not easy having to say goodbye during these circumstances and a real shame that he couldn't see the staff and students that he has worked with over the years. However, we would like to thank him publically for all that he has done for NFS and wish him all the best in his new job.

I hope that you and your family are able to get back into the new version of the school routine this week and please do get in touch if you need help with anything.

Take care

Mrs J Brown

**A  
message  
from the  
Head of  
School**

# Safeguarding: Important Information for Parents/Carers & Students

## General message

### Safeguarding concerns

If you have any safeguarding concerns regarding your child (for example, self-harming, mental health, medical etc.) then as parents the following sites/numbers in 'important contacts' below may be helpful during this difficult time. We would also like to direct you to our safeguarding section on our website which provides you with information on mental health, online safety and safeguarding. As parents you are still able to email key staff at Nottingham Free School who you have been liaising with. We have listed their email and telephone contacts in the box below.

### Online Safety Parent Support

With most resources being online and requiring access to specific websites, children are required to be online for most of the day. Additionally, some parents are required to go to work leaving children on their own. CEOP (child exploitation online protection) have provided parent resources and activities which are useful to use with your children. We have attached the sheets for you to take a look. Please email [kgray@nottinghamfreeschool.co.uk](mailto:kgray@nottinghamfreeschool.co.uk) or [seyers@nottinghamfreeschool.co.uk](mailto:seyers@nottinghamfreeschool.co.uk) if you have any concerns.

### Online radicalisation – Parent/Guardian information and support

PC Iain Bulloch (NFS school police liaison officer) has provided us with a guidance for parents on how to recognise radicalisation and what support is available for parents. Attached to the bulletin is guidance for you to look at. As always, you can still email the safeguarding team if you do have any concerns and we will continue to provide support.

### CAMHS support

The school's CAMHS support worker has informed us of support for our community during this difficult period. The contact details are:

If you are a young person or parent needing urgent support outside of office hours (after 5pm) then please contact the CAMHS crisis team Monday-Friday 8am to 8pm on 01158440560 or after 8pm 01159691300. If calling weekends or bank holidays then call 01158440560 between 10am and 6pm

Please pass this on to your child so that they are able to access this support.

## Important contacts

**Children's and Families Direct (social services) – 0115 8764800 [candfdirect@nottinghamcity.gov.uk](mailto:candfdirect@nottinghamcity.gov.uk)**

KOOTH (online counselling) – [KOOH.com](http://KOOH.com)

BASE 51 (counselling) – [info@base51.org.uk](mailto:info@base51.org.uk) [www.base51.org.uk](http://www.base51.org.uk)

SHARP (support for self-harming) - 0115 9158900 [Camhs.Sharp@nottinghamcity.gov.uk](mailto:Camhs.Sharp@nottinghamcity.gov.uk)

Harmless (support for self-harming) – [www.harmless.org.uk](http://www.harmless.org.uk)

WAIS (domestic violence support) - [http://www.wais.org.uk/viewpage.php?page\\_id=16](http://www.wais.org.uk/viewpage.php?page_id=16)

Thinkuknow (online safety) – [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Young minds – [www.youngminds.org.uk](http://www.youngminds.org.uk)

Samaritans – [www.samaritans.org](http://www.samaritans.org)

B-eat (eating disorders) – [www.beateatingdisorders.org.uk](http://www.beateatingdisorders.org.uk)

LGBT – [www.youngstonewall.org.uk](http://www.youngstonewall.org.uk)

Key staff email contacts:

[kgray@nottinghamfreeschool.co.uk](mailto:kgray@nottinghamfreeschool.co.uk) – senior leader for student welfare and designated safeguarding lead.


[Jharnan@nottinghamfreeschool.co.uk](mailto:Jharnan@nottinghamfreeschool.co.uk) – SENDCO and designated safeguarding officer.

[sseymour@nottinghamfreeschool.co.uk](mailto:sseymour@nottinghamfreeschool.co.uk) – student welfare/attendance officer + designated safeguarding officer.  
[pcleveley@nottinghamfreeschool.co.uk](mailto:pcleveley@nottinghamfreeschool.co.uk) – P16 lead and designated safeguarding officer  
[jtomasevic@nottinghamfreeschool.co.uk](mailto:jtomasevic@nottinghamfreeschool.co.uk) – senior leader for KS4 achievement  
[abritten@nottinghamfreeschool.co.uk](mailto:abritten@nottinghamfreeschool.co.uk) – senior leader for year 8 achievement  
[rfarnie@nottinghamfreeschool.co.uk](mailto:rfarnie@nottinghamfreeschool.co.uk) – senior leader for year 7 achievement  
[lwilson@nottinghamfreeschool.co.uk](mailto:lwilson@nottinghamfreeschool.co.uk) – Head of Year 7  
[sdetton@nottinghamfreeschool.co.uk](mailto:sdetton@nottinghamfreeschool.co.uk) – Head of year 8&9  
[scockayne@nottinghamfreeschool.co.uk](mailto:scockayne@nottinghamfreeschool.co.uk) – Head of year 10&11  
[dmachin@nottinghamfreeschool.co.uk](mailto:dmachin@nottinghamfreeschool.co.uk) – Achievement Co-ordinator for year 10&11

## Keeping Up with Education

### General Notices

All students must now be accessing Microsoft Teams. This is a much easier way for them to receive, submit and organise their work. If they can access their email then they can access Teams – this is on any device. You do not need the Teams app as it is accessible through your email. Either use the small envelope icon on the school website or sign in to your school email via <https://www.office.com/>

Once on your email, click on the icon  at the top left.

On the left hand side there should be a list of applications one of which is Teams  
– use the all apps link if you can't see it at first.



There are also instructions on the school website:

<https://www.nottinghamfreeschool.co.uk/page.php?d=learning&p=userguidesandtutorials>

If this still doesn't work and you get an error message saying that the Safari browser says it is the wrong version or that it cannot access the site then try the following fix:

There are two possible solutions to this.

The first is to download the Teams app from the App store (not always possible on a school iPad). The second is to stop Safari blocking the Teams website by following the instructions below:

1. Ensure that the iPad is updated. To do this:
  - a. Click on the 'Settings' icon (it's the one that looks like a black and grey cog).
  - b. On the settings page click on 'general' in the list on the left of screen.
  - c. Select 'Software Update' from the right hand side and follow the instructions to download and install the latest software for the iPad.
2. Ensure that Safari web browser doesn't block the Teams website. To do this:
  - a. Click on the 'Settings' icon
  - b. On the settings page click on 'Safari' (this will be on the left of the screen and you may need to drag the list upwards as the Safari option is towards the bottom of the list)
  - c. On the right hand side, drag the list upwards and in the 'Privacy and Security' section, ensure the 'Prevent Cross-Site Tracking' option is disabled (slide the button to the left until it looks grey rather than green).
3. From the Home screen, restart the Safari browser and open the Teams website again ... it should now work.

If you still have issues after all of the above, please email [contact@nottinghamfreeschool.co.uk](mailto:contact@nottinghamfreeschool.co.uk) to inform us of the issue.

### Reading

We hope you are all enjoying reading during this time. There are many activities the children can do around reading as well, for example, writing book reviews, making predictions, creating storyboards, draw characters and

label them, write diary entries from a character's perspective, create the same story but in a different format e.g. a poem or a play.... We would love to hear what the children are reading and what creative activities they are doing based on their reading. Please e-mail [abritten@nottinghamfreeschool.co.uk](mailto:abritten@nottinghamfreeschool.co.uk) to share these or if you have any reading questions.

Notices for Each Year Group	
Year Group	
7	<p>Please make sure that you can access Microsoft Teams – details of how to find this can be found on the video tutorials on the school website:  <a href="https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=userguidesandtutorials">https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=userguidesandtutorials</a></p> <p>You will have been sent your student work log by your tutor on Teams – this needs filling in every day and sending back to your tutor (via Teams) every 2 weeks. They will set this as an assignment. Your new work packs are also on the website:  <a href="https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=year7">https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=year7</a></p>
8	<p>Please make sure that you can access Microsoft Teams – details of how to find this can be found on the video tutorials on the school website:  <a href="https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=userguidesandtutorials">https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=userguidesandtutorials</a></p> <p>You will have been sent your student work log by your tutor on Teams – this needs filling in every day and sending back to your tutor (via Teams) every 2 weeks. They will set this as an assignment. Your new work packs are also on the website:  <a href="https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=year8">https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=year8</a></p>
9	<p>Please make sure that you can access Microsoft Teams – details of how to find this can be found on the video tutorials on the school website:  <a href="https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=userguidesandtutorials">https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=userguidesandtutorials</a></p> <p>You will have been sent your student work log by your tutor on Teams – this needs filling in every day and sending back to your tutor (via Teams) every 2 weeks. They will set this as an assignment. Your new work packs are also on the website:  <a href="https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=year9">https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=year9</a></p>
10	<p>You must now be on Microsoft Teams as your class teachers are setting you individual pieces of work – details of how to find this can be found on the video tutorials on the school website:  <a href="https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=userguidesandtutorials">https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=userguidesandtutorials</a></p> <p>You will have been sent your student work log by your tutor on Teams – this needs filling in every day and sending back to your tutor (via Teams) every 2 weeks. They will set this as an assignment.</p>
11	<p>Your work support packs can found on the school website:  <a href="https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=year11">https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=year11</a></p> <p>Please start to use Microsoft Teams to communicate with your teachers – details of how to find this can be found on the video tutorials on the school website:  <a href="https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=userguidesandtutorials">https://www.nottinghamfreeschool.co.uk/page.php?d=learning&amp;p=userguidesandtutorials</a></p> <p>Next week, we will be in touch about bridging work that we will expect you to complete in order to keep you well prepared for your next steps.</p>

## Sixth Form

### General Message

The new working from home guidelines make clear the weekly expectations for year 12 study: seven hours per A level and four hours for extra-curricular (including EPQ, university research, Unifrog etc). Many students have found that following their timetables from home gives them a clear structure and enables them to know when to put the work away and devote time to other things, such as exercise.

We also recommend using the extra-curricular time for wide reading around the subject choices. This helps in preparation for university and employment applications as it displays academic interest and will help to answer

any potential interview questions along the lines of 'How did you use your time during the lockdown?'. Podcasts are also very good for this: there are lots of them out there depending on subjects and potential next steps. Students should keep a record of what they have read/listened to and where they found it.

## Top Tips for Families

### Top tip/ helpful info

#### Free School Meals

The situation for many families has changed during this time. If you think that you may be eligible to claim free school meals for your child/children, please see the eligibility criteria below:

#### Eligibility

My child(ren):

- Is aged 16 or under
- Attends a Nottingham city school

If you, the parent or carer, receive at least one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- the guarantee element of Pension Credit
- Child Tax Credit, but NOT entitled to Working Tax Credit and you have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs<sup>1</sup>
- Support under of the Immigration and Asylum Act 1999 section 95
- Universal Credit (income thresholds apply)

1 Where a parent is entitled to Working Tax Credit Run-on - the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit - their children are entitled to free school lunches. Children who receive a qualifying benefit in their own right are also eligible to receive free school meals.

You may also be eligible if your child(ren):

is/are 19 or under

attends the sixth form at a Nottingham City LEA maintained school, full-time

If you are still unsure if you are eligible please contact the Pupil Benefits Team who will be happy to help you and answer your questions.

See the link below for full details including how to apply:

<https://www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/benefits-for-school-aged-children/free-school-meals-and-free-milk/>

**There are lots of free resources and fun activities online made available during this time. We have picked out some useful ones below:**

#### Online lessons

From Monday 20 April BBC Bitesize will publish daily online lessons for all ages. They will also have a new dedicated TV channel full of learning content, podcasts on BBC Sounds and loads of educational video on iPlayer.

<https://www.bbc.co.uk/bitesize>

The following website has a big list of free online activities including storybooks (for younger readers and teenagers, free art classes, cookery lessons, well-being activities and many others.

<https://www.commonsemmedia.org/blog/free-online-events-activities-kids-at-home-coronavirus>

**Love the natural world?**

The National Geographic for Kids website has all sorts of information and activities to keep you occupied:

<https://www.natgeokids.com/uk/>

GCSE and A Level – if you enjoy Science, Geography or History at GCSE or A Level then the National Geographic website may be more appropriate for you:

<https://www.nationalgeographic.com/>

**How Stuff Works**

This website has a whole array of interesting articles about all sorts of things from entertainment to money to health and lots more.

<https://www.howstuffworks.com/>

**Time Capsule**

We're all aware that we are living through a period of time that will be forever remembered in history. You could encourage your child or whole family to keep some sort of record of your experiences during this time. This could be something as simple as a diary each week/day. There are many time capsule activities online that you can also use. One (more suitable for younger children) can be found at: <https://wbsm.com/record-experiences-with-a-free-covid-19-time-capsule-workbook/> It is free to download and print, although you could easily make your own if you don't have a printer – use this one for inspiration!