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6th January 2021

Remote learning for Year 7, 8, 9 and 10 students

Dear Parent

All year 7, 8, 9 and 10 students will be able to access 'live' remote education from home using Microsoft Teams starting Monday 11th January 2021. Students will follow their normal school timetable. For the week starting 11th January this will be week 1 of their timetable. All students receiving remote learning from home will have their lessons set using the following timetable:

Period 1: 8.55am

Period 2: 11.10am

Period 3: 1.35pm

Students can take their morning break following their Period 1 lesson, and can take their lunch break following their Period 2 lesson. All students should ensure that they access their calendared lessons at the times stated above. Attendance and punctuality have the same importance as if they were receiving face to face teaching.

All students should now be able to access Microsoft Teams from home. If they have not yet done so then we would encourage all parents to support their child(ren) in downloading Microsoft Teams on a device that they will use to complete work from home. The following options are available:

- 1) **Recommended:** Downloading the App onto a desktop computer or laptop (this will then appear as a Desktop app). Once downloaded, students can then login through their existing Office 365 school login.
- 2) Open Teams via an Internet Browser (all students can access this way through their Microsoft Office school login).
- 3) Downloading the app onto a Smartphone, Android phone or tablet.

Your child will have their Microsoft Teams lessons calendared for them by their classroom teacher. Your child will be notified via their school email when they have had a lesson calendared and they can also keep an eye on their Microsoft Teams calendar to see their timetable taking shape.

They will then be able to join the lesson through their invite (included in their email notification) or directly through their Microsoft Teams calendar at the timetabled slots above. We are sure that all students will feel confident with this style of learning once they have tried it for the first few times.

At this stage, we would like to remind you of the following expectations of lessons that your child will receive. Staff will aim to:

- Provide the best possible education for remote learning students
- Continue to effectively safeguard the remote learning students
- Keep remote learning students on a regular work pattern

Teachers will prepare and deliver interactive 45 to 60 minute live or pre-recorded virtual lessons via Microsoft Teams meetings to replace the face to face lessons missed if it is for Period 1 or 2 and a 25 to 40 minute if it is for Period 3. Teachers may provide a suitable follow up activity to be completed independently.

Whilst we hope that the remote learning will run smoothly, it is important to recognise that this level of change will undoubtedly result in some teething errors, as well as potential technical issues from school and from home. Please can parents and students remain patient and positive during the early stages, as staff are new to this process and will develop their own skillset and confidence. We can assure you that we will do everything in our powers to make this remote learning experience as successful as we possibly can.

Finally, please can you and your child familiarise yourselves with our safeguarding guidelines that will be followed by staff and students to ensure the safety and welfare of all students lies at the heart of this process. These guidelines have been sent in separate letters to both students and parents.

Thank you for your continued support. Please contact us if you have any questions.

Yours Sincerely,

A handwritten signature in black ink that reads "R. Wright". The signature is written in a cursive, slightly slanted style.

Rachel Wright
Assistant Headteacher