

28 September

Dear Parents and Carers

**Re: Update 4 - Remote Learning**

As promised in my last letter I said we would be in contact again regarding the procedure for our remote learning. Currently we do have some students off who are self-isolating owing to suffering potential symptoms of Corona Virus although I am pleased to inform you that we do NOT have any positive or confirmed cases. If a child needs to self-isolate we want to ensure that their learning is not impacted. We have therefore set up a procedure which will allow students to access almost the same work as if they were in their lessons.

This procedure also means that, in the event of a partial or full closure, if staff are not being redeployed to cover other classes, the normal school timetable operates fully online. Teachers would be expected to be available for the duration of each lesson for students of their classes. They may wish to deliver live lessons but do not have to do this. Your child will follow their normal timetable and complete the lessons for that day, as if they were on-site.

Currently to support students who are self-isolating, teachers will be setting work on Microsoft TEAMS. This is a platform we introduced to all our students in the Summer term and students were beginning to use this to access their work and to submit completed assignments and tasks. It can be accessed on a computer, tablet or mobile phone.

If you are a parent of a new Year 7 student, we used last week to show all of Year 7 students how to access their 0365 email account and how they can access TEAMS. There will also be a video on our website to support you and students if you need further guidance.

If your child is in Years 8-11 we will be sharing with them this week in tutor time a video which reminds them of how to access Microsoft TEAMS. Again, this will be posted on the academy website and can be referred to when needed.

Over the next few weeks, we also plan to issue every student with a remote learning exercise book which they will bring home and use to complete their classwork in if they were to move to remote learning. Ideally, we would like work submitted on Microsoft TEAMS (particularly assessment pieces which will require teacher marking). This book would also include their log in details, a how to page and other important information to support them with their remote learning.

Attached with this letter is the remote learning flow chart. This has been created to show you what happens when we know a child has to self-isolate.

If a child has to work remotely from home, they will still follow their normal lessons for that day as per their timetable. As you will see teachers will be notified if your child is currently self-isolating and they will ensure they have uploaded their lessons and any materials to Microsoft TEAMS. As mentioned previously, Microsoft TEAMS can be accessed on a laptop, tablet or a mobile phone. If a student does not have access to a laptop or PC they can look at the resources on their phone and complete the tasks set on paper (or in their remote learning book when they receive it)

We know with anything like this, there can be teething problems so we would encourage you and your child to access their TEAMS account and to familiarise yourselves with it now.

It is also important to remind you that you must monitor children when they are online and so we have also uploaded some important documents on our website. We also have a clear code of conduct for students and how they should behave when in either live lessons or using the chat function on TEAMS. This has also been attached with this email.

I hope these plans will support students who are not able to be in school as a result of self-isolating but are well enough to work. We want to ensure we support students in their learning whether they are on site or working remotely.

Thank you for your support with these matters.

Yours sincerely



Mrs J Amos  
Principal

## Information for Students

The purpose of this live lesson is to support your learning

Although we are not in the same building, our normal school rules apply: Ready, Respect, Safe

The lesson will be recorded to keep everyone safe

When you join the lesson, your microphone and video will be muted

If you wish to, you can join the lesson by video link by "enabling" your own video if you wish to do this

If you prefer, you can join the lesson by audio only and leave your video muted

The teacher delivering the lesson will be supported by at least one other member of staff at all times

The supporting member of staff will act as a host to monitor online behaviour

There must be no inappropriate language used in the chat function

There must be no inappropriate gestures used on screen

If you do not understand the lesson, type a question into the chat function and the host or teacher will unmute your microphone to ask a question

Please complete the tasks required following direction from your teacher

Please complete the short survey at the end of the lesson to help us improve our live lessons