

Our Ref: DLA/JCP.094

13 January 2021

Dear Parents & Carers

Digital Remote Learning Update w/b 18th January 2021 including 'Live' Lessons

The DfE and government announced updates last week for secondary schools which included the key message that all pupils will work remotely until at least February half term. Our initial remote learning plans were only prepared for the short term closures. Therefore, to ensure effectiveness and long-term engagement with remote learning I am writing to inform you of some changes we are making to support our families learning from home. These adaptations also allow us to meet our guided expectations set out by the DfE.

Whilst learning from home is not a new concept, many challenges remain. Key research and feedback for our local context has highlighted the importance of variety in delivering the content from a mixture of platforms. Teaching staff have been engaging in training to offer pupils more face to face experiences using applications like Microsoft Stream (Prerecorded teaching) and Microsoft Teams (Live video lessons). With these newer teacher mediums come updated expectations which pupils must follow to keep themselves and teachers safe online.

From the week beginning the 18th January, all pupils from Year 7 through to Year 13 will follow their normal timetables by logging onto Show My Homework daily. I must be clear in saying it does not necessarily mean that pupils will therefore be expected to be live or online for the whole school day. In fact, we are very conscious of the need to balance pupils screen time so we have asked staff to offer a blended approach which will include a mixture of synchronous and asynchronous learning opportunities. (This means that not all learning has to take place at the time it was set on the timetable.) To add to this it does not mean that every lesson will also require a formal piece of work to be submitted. This again would not be sustainable for the pupils and their teachers. The quality of the work is more important than the quantity.

Week beginning Monday 18 th January 2021	
Years Groups	Educational Provision
Years 7-13	<ul style="list-style-type: none"> • All classwork and learning instructions to be posted on SMHW daily • Lessons will be delivered in a variety of ways Inc. some face to face experience to help engagement (Microsoft Teams/Streams) • All Live lessons and Streams will be accessed via links in SMHW or your school email. • Pupils can always contact their teachers via email or SMHW discussion tab if they require support • Not every lesson will require work to be submitted • Pupils in school (Key worker groups) will follow the same provision • If you are struggling with digital issues, please email the school so that we can support.

Covid 19 – Accessing Live Lessons via Microsoft TEAMS

We have prepared for all eventualities to deliver the curriculum in these unpredictable times including the delivery of live lessons via Microsoft TEAMS. For students that are self-isolating at home a 'live lesson' constitutes a lesson being broadcast from the classroom in normal time. In order for students to access 'live' lessons, a **safeguarding protocol is necessary, and it is important that your son/daughter has read this document fully and we receive an acknowledgement of this by completing the Microsoft Form accessed via the link at the end of this letter.**

Students need to read the **General Principles for Effective Learning Online;**

I will remember that all the normal school rules apply when I am learning online. If these are not followed, school sanctions will be applied, and parents/carers informed. I may be removed from the Microsoft TEAMS if not adhering to the rules.

At no point will I make any form of recording or photograph of the session. If it is found that this has happened, it will immediately be referred to the pastoral team and there will be sanctions in line with the school behaviour policy.

I understand that when using applications provided by the school that my use can be monitored and logged and can be made available to my teachers. I am aware a live lesson is an extension of the classroom and I should conduct myself as I would be expected to in a classroom.

Rules for effective learning.

I must:

- Have my lesson in an environment that is quiet, safe and free from distractions but preferably in a common area of my house;
- Be dressed appropriately for learning as I would be at school (no pyjamas or clothes with inappropriate slogans – school uniform is not expected);
- Only attend the lessons I have been invited to by my teacher and attend the lesson on my own – when you enter a live lesson you may be in a lobby area, your teacher will permit you into the live lesson;
- Attend all calendared live lessons, these are compulsory and must be attended as a normal school day;
- Be on time and mute the microphone when joining. Keep my microphone muted unless my teacher tells me otherwise;
- Have my camera switched off initially. My teacher will direct me to turn this off/on if required;
- Ensure that the name displayed on the screen is the same as the name on the school register;

- Have a neutral background or blurred background (If my teacher has allowed me to use video);
- Remain attentive during sessions without distractions;
- Only use the chat function if asked to do so by the teacher;
- Have the subject textbooks and exercise books/paper as well as pens for the lesson;
- Interact patiently and respectfully with my teachers and peers;

All lessons are recorded and saved by the school in line with our data protection policy. Any communication related to the live lessons by parents and students may be passed to the Headteacher.

Please complete the online form accessed via the link below to acknowledge your son/daughter has read and understood the rules and principals of accessing live lesson and content via Microsoft Teams/Streams. Students may need their school e-mail to login.

<https://forms.office.com/Pages/ResponsePage.aspx?id=ul-3XKyde0aQbnzQmrXAuje9eVbC99NHrCaemN50jjZUNVE4UFYxSkZYTFdINKJRWVdOTERMNIRJT4u>

Kind regards



Mr D Lee-Allan
Headteacher