



**Central Lancaster
High School**

Central Lancaster High School,
Crag Road,
Lancaster,
Lancashire LA1 3LS

Tel: 01524 32636
Fax: 01524 849586
Email: clhs@lancasterhigh.lanc.sch.uk
Website: www.lancasterhigh.uk

Dear Parents/ Guardians,

I hope that you have had a lovely New Year. We are very excited to welcome back our students virtually tomorrow. I hope they have enjoyed the Christmas break and are ready to begin their home learning. This letter outlines what home learning is going to look like during this period of school closure and what help we can offer you and your child.

For all year groups, students will get a mixture of ClassCharts independent work and online lessons delivered through Microsoft Teams. Each year group has their own timetable and your child's timetable can be found here: <https://www.lancasterhigh.lancs.sch.uk/home-learning> The online Teams lessons for KS3 (Y7- Y9) are highlighted and for KS4 (Y10-Y11) the majority of the provision will be online Teams lessons. Students will get an invitation to their Teams lesson through their email account and it will also be added to their individual calendar. Where students do not have a live Microsoft Teams lesson, their classwork will be uploaded onto ClassCharts.

To access both ClassCharts and Microsoft Teams, your child will need their logins. If your child does not have their ClassCharts login, email address or password, then please email: help@lancasterhigh.lancs.sch.uk and a member of the ICT team will get in touch.

All students have had training on how to use Microsoft Teams. However, we are aware that, for some, it will be the first time using this technology. On the school website, we have put together a video of how to access Microsoft Teams that you and your child can watch. There are also some handy guides there too:
<https://www.lancasterhigh.lancs.sch.uk/home-learning>

What are the benefits of using Microsoft Teams?

Microsoft Teams will allow your child to:

- Have live lessons where your child can listen to their teacher's explanations.
- These live lessons will be recorded so they can be watched again by you and your child.
- Follow the teacher's PowerPoint where the teacher may make notes or annotations that will be helpful to your child.
- Your child will be able to ask questions during the lesson through the 'chat' function. Your child's teacher will be able to address them in the moment, ensuring that they understand and can complete the work.
- Your child's work will be saved in one place and they can use the 'assignments' function to upload work for teacher feedback where appropriate.

Principal:
Dr N. Walmsley



How will my child participate in Microsoft Teams lessons?

Your child's camera will be disabled and it's important that they turn their microphone off during the lessons too so that everyone can hear. If they have a question, they can use the 'chat function' and their teacher will respond. Students should be aware that all messages they leave on the chat function can be seen by their classmates, teachers and parents. If students choose to misuse this new technology by posting inappropriate messages, then further action will be taken by the school as referenced in our 'Remote Learning' user agreement. This is attached to this letter. So lessons can begin on time, we want students to be ready five minutes before the lesson is timetabled. We will be following our behaviour policy and rewarding those students who meet and exceed our expectations.

Who will be teaching the Microsoft Teams lessons?

All of our Microsoft Teams teachers have undergone bespoke training. All live sessions are recorded so they can be watched again and instructions on expectations are given at the beginning of each lesson.

How will my child know how to access these lessons?

Your child has received training on how to access Microsoft Teams. If they're unsure, we have also created a 'Student Guide to Teams'. This guide is really informative: it explains how to work Microsoft Teams step-by-step. We have also created a video which explains the stages, step by step should your child get stuck:

<https://www.lancasterhigh.lancs.sch.uk/home-learning>

My child can't access them live. What can I do?

All lessons are being recorded so your child can watch them again or at a later date. To do this, your child needs to login to their Teams and select the lesson that they have missed.

What do I have to do next?

Please have a read of the 'Remote Learning User Agreement' attached to this letter and discuss its contents with your child so they understand. This document explains what our expectations are for remote learning for students, parents and staff. Please make sure that your child has all their logins ahead of tomorrow and if they don't know their passwords, please email: help@lancasterhigh.lancs.sch.uk . If you do not have the required technology, then please either ring the school office or email us: clhs@lancasterhigh.lancs.sch.uk

We recognise that remote learning is a little different than the norm and we want to help in any way we can to make sure your child is accessing their education during this time. If you have any questions or queries then please contact the school.

We look forward to your child accessing these lessons virtually tomorrow.

Yours sincerely,



Miss Amy Newsham

Assistant Principal