

Monday 4<sup>th</sup> January 2021

Dear Parents/Carers,

### Plans for Distance Learning

We wish you all a very happy new year.

Whilst this is not the start to the year we hoped for, we hope this letter will include all the information required for students to start their distance learning tomorrow morning. This letter also aims to clarify distance learning expectation for students.

We aim to update parents and students with further information regarding any other key information on Wednesday 6<sup>th</sup> January. We will also continue to update the school website with any other information needed over the course of this week and will update students directly using the **POST** section of their Year Group team on MS Teams.

To follow you will find a summary of our distance learning information and expectations for students. Then after this we have added a more detailed version of our plans for parents.

### Summary of Distance Learning for students in all Year groups:

#### What schedule should I follow for each lesson?

8:45 – Year assembly

9:00 – Lesson 1

10:00 – Lesson 2

11:00 – Lesson 3

12:30 – Lesson 4

13:30 – Lesson 5

- You have a Team for every one of your classes/subjects.
- Check your **CALENDAR** each morning for any Live Lessons that have been scheduled. You should join these at the **start** of the scheduled lesson. We endeavor for the majority of lessons to be live.
- At 8:45 each morning you should attend the live assembly that will help you set up for the day ahead. Join this assembly through your **CALENDAR** in MS Teams.
- If you have not got a scheduled live lesson, then lessons are located in each Class Team under the **FILES** tab. These are resources that you should follow independently.
- If you get stuck, you may use the **CHAT** function to contact your teachers.
- Check your **ASSIGNMENTS** for any home learning that has been set

#### How do I access Teams?

By visiting [www.office.com](http://www.office.com) and logging in or downloading the App to your personal device.

- You reset your password in school. If you have problems logging in or any other problems with Teams, please email [MicrosoftHelp@chorltonhigh.manchester.sch.uk](mailto:MicrosoftHelp@chorltonhigh.manchester.sch.uk)

- For support with accessing MS Teams, you can also see the student help sheet found using the website link: <https://chorltonhigh.manchester.sch.uk/chs-distance-learning/distance-learning-introduction-and-routine/microsoft-teams>

### Parent information and expectations for student's distance learning:

- Whilst learning from home over the next two weeks (or one week for Year 11) students will have a blend of live lessons and independent study. This will be all accessed through MS Teams.
- If access to IT is a problem - please contact the school and let us know whether this is due to a lack of device or access to mobile data and we will try to and support you. You can call the school on 0161 882 1150 or email: [admin@chorltonhigh.manchester.sch.uk](mailto:admin@chorltonhigh.manchester.sch.uk)
- **Each day there will an assembly at 8.45am** for all students, which will be accessed through the Year Team on MS Teams. The assembly will help set students up for the day and go through key information of when their live lessons are scheduled that day and when they will be working independently with the adapted materials on Teams. These will be led by the Assistant Headteacher attached to each Year group and the Head of Year.
- On the whole, we would encourage students to follow their own timetable because this allows us to schedule live lessons effectively and is also a good way to set up the same routines that would be followed in school. We appreciate, however, that this may not be possible for all families as some students may be sharing devices. Therefore, if your child is not able to access a live lesson, the materials will also available in their Class Teams area so they can still complete the lesson themselves at a different time. In fact, this also means that any student can go back to the lessons and recap on their learning – which is good practice for all students. If students have mobile phones, live lessons can also be accessed through these. In most cases, a recording of the live lesson will be placed on the **POST** section of their Class Team.
- If you want to view your child's timetable, go onto the School Gateway app, into reporting and then timetable. Please note the times on the app are slightly out - as these timings reflect the timetable before the control measures.
- We are aware that sometimes with the use of IT, things can go wrong. This is the first time that the school will be broadcasting several live lessons simultaneously – so we know this may stretch our system. In addition to this students may have issues. If this is the case – then, again, students can just log onto the **material** files in their Class Teams from home.
- Each live lesson will last for a maximum of 50 minutes. This will allow your child to have comfort breaks and we encourage student to move around between each online session. Movement is important when working on a screen for any length of time.
- We also know this is a really difficult time for students and pacing themselves over the course of their distance learning is also important.
- My child has forgotten their password, has problems logging in or any other issues with MS Teams - please email [MicrosoftHelp@chorltonhigh.manchester.sch.uk](mailto:MicrosoftHelp@chorltonhigh.manchester.sch.uk)
- For support with accessing MS Teams, you can also see the student help sheet found using the website link: <https://chorltonhigh.manchester.sch.uk/chs-distance-learning/distance-learning-introduction-and-routine/microsoft-teams>



The most up to date information regarding distance learning and return plans can be found on our website using the following links. Any big changes will be share with you via email, however you can check here for any other updates: <https://www.chorltonhigh.manchester.sch.uk/chs-distance-learning/distance-learning-introduction-and-routine/what-should-students-who-are-self-isolating-do>

If you have any concerns, please do not hesitate to contact the school.

Kind regards,  
Chorlton High School

