9th February 2021

Dear Parents/Carers

**Remote Learning – February 2021**

I would like to thank you for your ongoing support during this lockdown and providing valuable feedback on how we are delivering Remote Learning. At LECA, we have always been ambitious in how we deliver our teaching and learning. Since going live on Teams for the first time in January, staff have made great progress in embedding knowledge and ever-increasing software skills to ensure we are delivering a high-quality remote learning programme for your child/children. Our intention has always been to deliver more synchronous (live) lessons to provide the interactive format to assist in teaching, provide opportunity for live feedback and improvement and providing support for our students. Now that we are secure in our knowledge on using Teams effectively and have trained staff in delivering synchronous and semi-synchronous lessons, we will be moving to this approach from 22nd February.

Expectations from Monday 22nd February (Week 1)

* Students and teachers will follow their normal school timetable (students Go4Schools account) using the times for a normal school day:

**Period 1: 8:50-9:50**

**Period 2: 9:50-10:50**

**Break: 10:50-11:10**

**Period 3: 11:10-12:10**

**Period 4: 12:10-1:10**

**Lunch: 1:10-2:00**

**Period 5: 2:00-3:00**

* It is **mandatory to attend every live lesson** (synchronous and semi-synchronous)
* Students will be registered for every lesson (attendance on Go4Schools) within the first 5 minutes. (They could perhaps set alarms for each period on their phones).
* Students will remain in their live lesson and attendance will be checked at the end, **unless they are set off on task for a practical subject, such as PE, Technology, Art, etc.**
* Teaching staff will be delivering synchronous and semi-synchronous lessons:
  + **Synchronous:** live lessons, which include teacher taking register, delivering content, checking student understanding, giving feedback, setting tasks and monitoring engagement
  + **Semi-synchronous:** live lessons, which include teacher taking register, setting tasks which may include audio/video recordings for specific tasks; students set off on task to complete individual tasks and have access to ask their teacher questions in the chat box
* Students may have the option to ask/answer questions in the chat box, raise their hand and teacher may give permission for the students to unmute (dependent on the lesson)
* Any students who require hard copies of textbooks and learning materials, then please inform Mrs Emmess

**Behaviour Expectations**

* Students will be invited to a lesson and wait in a ‘lobby’
* They will be admitted to the lesson with their video cameras off and muted
* Students will conduct themselves respectfully and only use the chat function for the purpose of learning in the lesson (asking and answering questions) and unmute if given the option to answer questions (when that is an option)

Students who do not comply with these expectations, will receive consequences as they would in school. If students fail to engage appropriately, the school behaviour policy will be followed, including the consequence system (C1 for low level disruption, etc.) and may be removed from the live lesson.

For safeguarding purposes, students who engage in any activity which includes unacceptable use of IT, including downloading and sharing lesson recordings or images, are at risk of exclusion and police involvement.

Tracking Engagement

Attendance will be taken by staff who will be taking registers to monitor who has attended each lesson and this information is found on Go4Schools. It is important for parents/carers to check their account daily to ensure their child/children is/are attending their lessons as expected.

**Attendance**

If students are unwell, please ensure you contact the school using the normal channels including ringing the school at 01353 223300 or sending a message via Parent Comms by 0900hrs. If you child has a medical appointment – please email a scan or photo of the appointment letter to: [office@lecacademy.org](mailto:office@lecacademy.org). These reasons will be recorded as authorised absences.

Should your child need to miss their online lessons for any other reason – please complete an absence request form.

We will advise you shortly on how attendance will be marked on Go4Schools.

Staff will be using the normal monitoring and recording approach on Go4Schools including rewards and sanctions. Recording submissions or lack of submitted work will take place in

line with the delivery of a unit, which is dependent on each Faculty area, i.e. PE lessons will have students logging information for each lesson, however, in a Humanities subject, there

may be work completed in an exercise book for 3 lessons, and then a Knowledge Quiz on Teams to check understanding in the 4th lesson. This approach will be different for each subject area and will allow students to be working to a more structured approach. Students will be expected to work through the duration of their normal lesson, and unless specified by a teacher, they will not need to work past 3pm. An example of additional work that needs completing may be specific to preparing for the next lesson, which is in line with how we deliver lessons in school.

Parents/Carers: Teams Training

An offer of Teams Training for parents/carers to support their child/children in their learning, is taking place next week and follow up questions from this training will be answered by email.

To sign up to the Parent/Carers Teams Training on **Thursday 11th February, 4.30-5.30pm**, please send your current email to [christina.emmess@lecacademy.org](mailto:christina.emmess@lecacademy.org) by Wednesday 10th February at 2pm.

Many thanks

Christina Emmess

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