



# Longbenton High School

4<sup>th</sup> January 2021

Dear Parent/Carer,

I hope this letter finds you and your family well. The past few days have been very challenging for schools as we try to keep up with a situation that is changing daily. At the moment, we are still working towards the timescales for a staggered start to the year as per the DfE guidance issued on December 30<sup>th</sup>, but as we have all come to expect, this could change again. This makes it very hard for us to forward plan as a school, but I appreciate it is also stressful for parents and families. All we can do at present is work with the information we have, which is as follows:

- All year groups: remote learning from Tuesday 5<sup>th</sup> January
- Year 11 and 13: return Monday 11<sup>th</sup> January
- All other year groups return Monday 18<sup>th</sup> January

**This letter outlines the arrangements for remote learning** starting tomorrow (5<sup>th</sup> January) and for **vulnerable/key worker children** who are physically coming into school from the same date. If we have not heard from you by today regarding a request for a key worker/vulnerable child place, we may be unable to accommodate further requests going forward.

I will be writing to you again later this week regarding information about lateral flow testing when I know more.

## Arrangements for remote learning from Tuesday 5<sup>th</sup> January

- Students will follow their normal timetable (we are on Week 1 of our two week timetable this week). If your child does not have their timetable, please contact the school office and we will be able to send you a copy. **Please note: this is different to the way we have set work before.** Students are not just completing static work; they are signing into live/streamed lessons. As such, they will need to follow expectations around behaviour and online etiquette (see below).
- Students will be participating in live lessons throughout the day which will be **via Google Meet**. The link to join each lesson will be in Google Classroom. KS3 students will need to click on the link for the correct subject teacher within their 'year group' Google Classroom.
- They need to sign into Google Classroom at the start of the day (please see below troubleshooting re. problems logging in) and go the classroom of the subject they have Period 1. They will do this at the start of each lesson as per the timings below (**note they are different for each key stage**):

	Period 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5
Timings for online KS3 lessons	9-10am	10-11am	11.15am-12.15pm	12.45-1.45pm	1.45-2.45pm
Timings for online KS4 lessons	9-10am	10-11am	11.15am-12.15pm	12.15-1.15pm	1.45-2.45pm
Timings for online KS5 lessons	Morning lessons 9am-12pm			Afternoon lessons 12.45-2.45pm	

- Please note that Year 12 and 13 lessons led by staff at GSHS are run through Teams rather than Google Meet; students need to ensure they check emails for the correct link.
- Lessons will be recorded by staff and uploaded so that students can watch them at a later time if needed.



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- There will be **no live lessons for**: PSHE, key skills or core PE. If your child has this on their timetable, this is an opportunity for them to catch up on independent learning, take a screen break, get some fresh air or exercise.
- Students should treat these online lessons as a normal lesson and behave as they would in school. It is an opportunity to ask questions of their teachers, seek clarification about their work, get help and support and so on.
- If your child usually works with a teaching assistant, TAs should also be in your child's online lesson.
- Teachers may set tasks to complete within the hour/as part of the lesson, but students shouldn't spend longer than the hour on this, as they will need to join the next lesson at the correct time. They may also be set homework/independent learning tasks before the next lesson.
- The following expectations will be reiterated by all staff to your child. If students cannot behave appropriately within online lessons, they will be removed from the lesson by the teacher and prevented from re-joining.



## Google Meet instructions & expectations for every lesson

<p>Be <b>ON TIME</b> to Google Meet</p>	<p>Camera and microphones <b>OFF</b> at the start / unless instructed</p>	<p>Raise your <b>HAND</b> to ask a question</p>
<p>The <b>CHAT</b> function is only for questions and answers; use appropriately</p>	<p><b>LISTEN</b> and follow instructions; use headphones if you can, to block out noise</p>	<p>Make sure your technology is <b>CHARGED</b> up</p>
<p>Have all your equipment <b>READY</b> (e.g. you might need to write something down)</p>	<p>Be <b>BRAVE</b>: ask questions if you don't understand the learning or content</p>	<p>Be <b>KIND</b>, respectful and positive</p>

### Troubleshooting and FAQs

My child cannot remember their log in details or needs a password reset.	Contact the school office who will arrange for password resets and may be able to do this for you over the phone.
My child cannot find the classroom for a particular subject or teacher.	<p>Check if they have an email invite. Have they accepted a classroom invite request?</p> <p>Have they looked in the correct online classroom for the link?</p> <p>Contact school who will aim to help or find the information from the relevant teacher.</p> <p>Tell your child not to panic – the lesson will be recorded if they miss it.</p>



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My child missed a lesson or cannot join at a particular time – can they view the lesson later?	Yes. Lessons will be recorded and uploaded to Google Classroom.
My child doesn't know how to submit or upload work.	Ask your child to post the query on Google Classroom – the teacher will be able to help guide them through the process.
My child doesn't have their own laptop or tablet.	Please bear with us – these are in the process of being allocated. We will be in touch tomorrow if we have not already as early as possible about the loan of Chromebooks. We can only apologise if your child does not have the capacity to join lessons Period 1 tomorrow.

## Arrangements for key worker/vulnerable students in from Tuesday 5<sup>th</sup> January

As you can appreciate, it has been difficult to arrange provision and set this up today. School should have been in contact with you today regarding this and to discuss arrangements; if they have not been able to speak to you, someone will have left a message or sent an email. It is important to note that the set-up is different to that last spring; students who experienced this last time will find arrangements are very different. They will essentially be in online lessons at a PC throughout the day, as their peers would be at home. Details are as follows:

- KS3 should arrive between 8.35-8.45 for a 9am start, through main reception
- KS4 should arrive between 8.50-9.00 for a 9am start, through main reception
- Students have been carefully grouped and will be directed to the right classroom from main reception.
- Students should bring a packed lunch.
- Students must wear their school uniform. They will have to go home and get changed if they are not in uniform.
- Students will follow the same timings and instructions as above.

Please **DO NOT** send your child to school tomorrow unless you have requested a place or discussed this with the school first.

## Exam arrangements

At present, exams are still going ahead and students should continue to revise and plan for them. To clarify: students should come in for their exam, even if they are still in a period where they are working remotely from home/if this exam is before their return date. The forthcoming exam timetable is as follows:

Date	Year group	Subject	Exam start time
Friday 8 <sup>th</sup> January	Year 13	Child Development	9.30am
Monday 11 <sup>th</sup> January	Year 13	Health & Social Care	9.30am
	Year 11	BTEC Sport	9.30am
	Year 11	Construction	9.30am
	Year 11	iMedia	1.30pm
Thursday 14 <sup>th</sup> January	Year 11	Hospitality & Catering	9.30am
Friday 15 <sup>th</sup> January	Year 13	Child Development	1.30pm
Monday 18 <sup>th</sup> January	Year 13	Health & Social Care	9.30am
Tuesday 19 <sup>th</sup> January	Year 13	Health & Social Care	9.30am



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**Please note:** Year 11 iMedia students will have a message to complete a Google Form on their Google Classroom in relation to their coursework being sent off; their grades cannot be submitted without this information. Please ensure your child has completed this.

## **Free school meals**

We have been informed by catering services that they will be delivering food parcels/hampers to schools across this week for us to distribute to our FSM families. We have had an initial delivery today and will be able to make a limited distribution to families most in need tomorrow. More information to follow.

I hope there is sufficient information here regarding arrangements over the next few weeks. There will undoubtedly be teething issues for some as lessons move online tomorrow, but I hope you can appreciate why we have chosen to move from 'static' work on Google Classroom to this approach. This should ensure the best curriculum continuity for our students over the next fortnight.

I will be in touch again later this week with more information.

Yours faithfully,

Kelly Holbrook

Headteacher