

School plan for remote learning - Parents.

How will a lockdown be communicated to parents?

School will communicate a possible lockdown with parents via email/text. Students and parents should follow the guidance as stipulated in the correspondence sent out.

The guidance will differ depending on the lockdown that is being followed.

What will happen on the first day of a lockdown?

If students are fit and well, they should log onto Teams at 8.55am ready for their first lesson.

What type of education will pupils access at home?

Pupils will receive live lessons (or pre-recorded lessons if live lessons are not possible). These lessons will be delivered by the pupil's class teacher. Pupils will follow their normal timetable and so are expected to engage in learning from 8.55am to 3.05pm. Therefore, if a pupil should have a maths lesson at 8.55 on that particular day then they will receive that lesson at that time at home.

What teaching platform will students use?

Pupils will receive lessons via Microsoft Teams. This software package allows pupils to be taught in class groups. Resources and teaching support material are also made available and pupils will be able to communicate and collaborate with their peers and teachers.

Their schedule (normal timetable) will be available to view on their personal calendar via Teams.

How do pupils access Teams

All pupils will receive training on Microsoft Teams within the first few weeks of term. This training will either take place in IT lessons (KS3) or in registration (KS4). Extra information on how to access Teams has been provided with this letter.

Pupils can access Teams via their mobile device or via a laptop.

Those pupils who do not have access to either of these devices will be provided with appropriate equipment.

Guidance on how to use Teams is attached.

Pupil attendance

Pupils are expected to fully engage with their learning. A register will be taken during every lesson. If a pupil is unable to attend then parents should inform the relevant Senior Learning Co-ordinator as soon as possible. If a pupil fails to attend a particular lesson, parents will be contacted.

Pupil behaviour expectations

A high standard of behaviour is expected from pupils. Pupils may communicate with peers and staff but this communication will be guided by the class teacher.

Like a normal lesson in school, pupils are expected to complete tasks and submit work where necessary.

Communication to parents and pupils during lockdown.

It is imperative that contact is maintained with school and home so that issues can be raised and addressed. Depending on the person, this communication will take many forms.

Pupils

Each pupil will receive direct communication from their class teachers on a daily basis but they will also receive some communication from their form tutor. The relevant Senior Learning Co-ordinator will also deliver weekly collective worship.

Aside from attending timetabled lessons, it is important for pupils to check their emails. Staff may use this platform to communicate important information. Likewise, pupils should make contact with school if they require any assistance in any way.

Parents

School will communicate with parents via email or text.

Parents will also be able to access information via the school website from the section "Working from Home."