

29<sup>th</sup> January 2021



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Dear Parent/Carer,

### **Remote Learning Update**

Firstly, thank you for all of the positive feedback that we have received on the current remote learning – we appreciate all of your comments. Students have also been asked to participate in a student survey this week, please encourage them to complete this if possible. We have been working hard to develop our remote learning offer even further and I would like to introduce the next stage of this offer as well as reaffirming a couple of key points.

#### **Curriculum coverage:**

Whilst we are continuing to review and adapt lessons for students to ensure that the remote learning experience is as positive as possible most subjects will continue to follow the curriculum plans available [here](#) on our website. Where changes have been made, students will be informed of the adaptations and new plans.

#### **Email usage**

Students have been reminded that they should use their school e-mails for all communication with staff. This avoids the potential for any e-mails to be blocked by our filters and ensures that we are able to respond swiftly to any queries.

#### **Working at home**

Over the last week tutors have been working with students on the importance of developing an effective learning space. Part of this has been focusing on organising any paper based work that is completed during lockdown. Tutors and class teachers will also be working with students on utilising One Note (see section below) to help students organise their work electronically.

#### **Using One Note:**

Staff have been working with students this week to develop their understanding of One Note. From Monday 25<sup>th</sup> January 2021, the majority of work that students do will be completed in, or uploaded to, One Note. This is an additional element of the Teams app that we have already been utilising to deliver both remote learning and homework. One Note will effectively provide students with an electronic exercise book for them to keep, and organise, all of their notes in. It also enables teachers to easily locate and review work completed and provide feedback. These notes can be either typed directly into One Note or uploaded as a scan or photograph. As part of the Office 365 suite One Note will sync directly across multiple devices so work uploaded on a phone or tablet will be available to students on all of their devices.

One Note can be accessed directly through Teams, but it would be beneficial for many students to have the app downloaded. As it is part of the Office 365 Suite this download should be free from the students Office 365 account. Students have been shown how to access One Note and download the app but if you would like further guidance on this then please follow the same steps as in the downloading Teams guide [here](#), but instead, select One Note at the end.

Please see [here](#) for an external video on how to use One Note as a student.

### **Scanning/uploading work:**

If students are completing work by hand then it can easily be uploaded to One Note. This can be now be done directly from most smartphones.

Please see [here](#) for the apple guide on how to scan documents on an iphone/ipad.

Please see [here](#) for a guide on how to scan documents on an android phone.

### **Live lessons:**

Students are expected to attend live lessons during this lockdown period. **Where staff are in school supervising students and therefore unable to deliver their live lessons the work will be set through the 'assignments' section (in the same way that homework is set).** If students are unsure what to be doing they should check the assignments section to find the work that has been set. For guidance on checking assignments please see [here](#). Students should ensure that they continue to 'turn in' their assignments as they complete the work. It also is important for students to remember that they need to accept the meeting request that staff send. **If they decline this request it will not show up on their calendar**, although staff will still endeavour to send a prompt reminder at the start of the lesson. The only gaps that students might have for live lessons is for core PE where challenges and activities have been set through assignments instead.

Reminder that when staff are in school supervising those in school, there are still activities and learning being set in assignments though the day may not feature a lesson on Teams. Please ask students to check assignments if no lesson appears. Teaching staff are in school for one day a week.

### **Parental survey Feedback**

We had a large number of responses to our parental survey of remote learning (391) – thank you for everyone who got involved. Our data shows that the uptake in remote learning is much higher this time around and this was reflected by 98% of respondents agreeing that their child had engaged in remote learning. Whilst we continue to review our remote learning offer if was particularly pleasing to note that 86% of respondents felt that the right amount of work was being set, with a split between who felt that there should be more (10%) and those that felt that there was too much (5%). Finally, as we look to ensure that all students have work set at the appropriate level it was good to see that 92% of respondents agreed that their child could 'mostly' or 'always' access the work set. Nevertheless, in light of the feedback provided, as well as the recent government announcement that schools will remain closed to most pupils until at least the 8<sup>th</sup> March we will be looking to develop our remote offer in the following ways:

1. Ensuring that students have time away from the 'screen' each day and that there are opportunities to move around/exercise whilst it is still light.
2. Ensuring that there are opportunities for students to consolidate learning and catch up if they are finding the work overwhelming.

Further details will be provided once we have finalised them, but I would like to take this opportunity to thank you for the feedback and support that everyone has provided in these challenging times.

### **Reminder of live lesson protocols:**

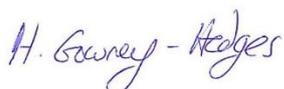
When joining the meeting (lesson), students should join with their microphone muted and their video off. Students should only set their videos/webcams live when directed to by a member of staff. This will only be for a relevant teaching and learning purpose, for example, to provide some direct face-to-face explanation and support. There is no requirement for students to have access to a webcam – they can join the group and remain muted throughout should they wish. 'Live' interactions will be recorded – this will then be automatically saved into the 'meeting' file (under chat) so that students unable to attend will be able to view it. It will also allow for a review of the 'live' session should this be needed.

As part of the safeguarding of students and staff could parents/carers please ensure the following should students wish to potentially use the video feed (if allowed):

- Any computers used for 'live' interaction should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Everyone visible in the feed (at any point) is wearing suitable clothing.

It is important that students are aware that any misuse of the video streams of Teams is likely to fall under GDPR regulations and may well be illegal. The school will treat any such incidents seriously and utilise the behaviour policy/external agencies as necessary.

Yours sincerely



Mr H Gowney-Hedges  
Deputy Headteacher