



16<sup>th</sup> December 2021

Dear Families

### Remote Learning for Years 8, 9 and 10 on Friday 17<sup>th</sup> December

As you will be aware from our letter two weeks ago, Covid-19 has been causing considerable pressure on our staffing levels in the school. This has been replicated in many other London schools, some of which have already had to move to full or partial remote learning to manage this.

The rapid spread of the Omicron variant has meant that we now have a number of Sydenham staff who have tested positive. Our Human Resources team has worked tirelessly over the past two weeks to continue to staff the school and keep the school fully open despite considerable adversity. We are very grateful to our teaching and support staff who have stepped in to cover for absent staff.

Unfortunately, today we have been informed of more positive cases in our staff team. Our review of the staffing levels for Friday 17<sup>th</sup> December has resulted in the decision that **Years 8, 9 and 10 will have to switch to remote learning from home for tomorrow**. We are hugely disappointed that we have had to make this decision and that we will not be able to share our celebration assemblies with these year groups in person.

Students in **Year 7** should attend school in person and on time, with the dismissal at 12.30pm.

Students in **Year 11** should attend school in person and on time, with the dismissal at 11.40am.

Students in **Years 12 and 13** should attend school in person and on time if they have lessons period 1 and 2, with the dismissal at breaktime.

Tomorrow students in **Years 8, 9 and 10** will be taught in live lessons via Microsoft Teams for periods 1-2 (beginning at 9.10am). Periods 3 and 4 will be led by our Year Teams. Students should check their school email addresses and their Teams Calendar for the invitations to live lessons and the year team activities.

We would be grateful if all parents and carers could remind their child of the safeguarding protocols for live lessons, which can be found at the end of this letter.

Tomorrow we will send the families of students in Year 7 to 11 the details of the arrangements for the return to school in January 2022.

We thank you in advance for your understanding on this matter and wish you a restful Christmas break ahead

Yours faithfully

Gloria Lowe

Headteacher



## Remote Learning at Sydenham: Safeguarding Protocols

It is essential that all students follow our live lessons guidelines below so that all students can learn in a safe and supportive online environment:

1. Teachers will guide students in whether to have their video and audio on or just audio. Teachers will share the remote learning '5 to Start' slide with the class

2. A parent/carer must be able to hear the session

3. If only audio is turned on:

- Students must have their microphones set to mute and only unmute when you ask to by their teacher.
- Students can signal they have a question by writing 'question' in the comment box or by raising their hands using the raise hand icon
- Students must speak in a respectful way and must stay on the topic of the session.

4. If audio and video are turned on, the following protocols must also be in place:

- Students and any parent/carer in view must be in appropriate clothes and have a neutral and appropriate background (e.g. they must not be in a bedroom or have any siblings or other family members in the background).
- Teachers should ensure that a neutral and appropriate background is used if not in school and that clothing appropriate for school is worn

5. If students are not following the protocol:

- They may be 'muted' by their teachers and they may be removed from the classroom. If this happens the CL/YLC must be made aware and this incident will be recorded on Class Charts.