



18<sup>th</sup> December 2020

## Remote Learning

Dear Parents and Carers,

In line with the recent Government directive, we will be educating students in Years 7,8,9,10 and 12 remotely during the first week after Christmas. I would like to take this opportunity to outline the provision that your child can expect. You will know that we have been set up for remote learning for some time now and many students have been accessing learning successfully in this way since the beginning of term. I wrote to you on 15<sup>th</sup> October explaining how our remote learning provision works and this letter can be found on our Website under the Covid-19 tab for reference.

In the first week after Christmas students will follow their normal timetable where they will receive a mixture of live lessons and independent tasks to best support their learning. This will be different for different subjects. Students can find all of their lessons and supporting information via their Teams Classes which were set up earlier this term and which students have been using for most of the term. This will also be the main way that they will be communicating with their subject teachers. Additionally, the majority of the resources they require will be hosted on each subject's Share Point page. Students should be familiar with this way of working but please do look again at the letter on our website (see above) if you need further clarification of where to access the work.

We know you will work with us to support your child in this challenging time and, to this end, please ensure that your child follows their daily timetable from home and completes the tasks set. Additionally, to support the live lessons when they occur, I have provided some protocols (at the bottom of this letter) which our teachers will be familiar with and which I would be grateful if you could discuss with your child in order to get the most from the lessons.

Finally, whilst we would rather teach all of our students face to face in school we are confident that our remote learning provision will ensure that students continue to make the expected progress in their learning.

Thank you, as always, for your continued support.

Yours sincerely,

Mr. Ian Henry  
Assistant Headteacher



## Safeguarding Protocols for Microsoft Teams and Live Lessons

### For Parents/Carers these protocols focus on:

1. Using comments in TEAMS Chat
2. Students participating in live lessons via TEAMS.

1. **Using Comments in TEAMS chat** are an essential way for students to ask their teacher for help and address any misconceptions. It is essential that every student follows the TEAMS Chat guidelines:

- Use academic English in your comments to your teachers.
- Do not make comments to other students; please only comment on the work, reply to questions posed by your teachers, contribute to a conversation started by your teacher or write a question you would like to ask
- Any inappropriate comments will be recorded in a screen shot and sent to the Director of Learning who will communicate with parents.
- Where there are behaviour concerns these will be recorded on SIMS and reported to the Director of Learning for that year group. Parents/guardians will also be notified.
- If students are not following the school's expectations, they may be 'muted' in Teams, by their teacher, so they can no longer make comments or removed all together.

2. **Live Lessons/Streams via Office 365** can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. It is essential that all students follow our live lesson guidelines. Teachers will guide students in whether to have video and audio on OR just audio. If only audio is turned on:

- Students must have their video switched off and their microphones set to mute and only unmute or turn on their video when you ask to by their teacher.
- Students can signal they have a question by writing 'question' in the comment box.
- Students must speak in a respectful academic way and must stay on the topic of the work.

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

- Students and any parent 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).
- 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 Director of Learning will be made aware and this the incident will be recorded in the on SIMS and parents/guardians will be notified.



# St Edward's School

Unity - Achievement - Faith

## Online Home Learning Protocol - Live sessions for students

I will remember that all the normal school rules apply when I am learning online. If these are not followed, school sanctions will be applied and parent/carers informed. (You may be removed from the virtual classroom if not adhering to the rules)

I will not record or take photos of my classmates or teachers during a video conference lesson/ tutorial. I will only engage in video or audio conversations when my teacher/ tutor invites me to do so.

I understand that when using applications provided by the school that my use can be monitored and logged and can be made available to my teachers.

I am aware that when in a live lesson or tutor time that this is an extension of the classroom and I should conduct myself as I would in a classroom.

You must: ·

- Have your lesson/tutorial in an environment that is quiet, safe and free from distractions but preferably in a common area of your house (whenever possible this should not be your bedroom) ·
- Be on time and mute your microphone when joining ·
- Have a neutral background · Be dressed appropriately for learning as you would be at school (no pyjamas or clothes with inappropriate slogans) ·
- Remain attentive during sessions without distractions ·
- Not use the chat function of the platform unless asked to do so by your teacher/ tutor ·
- Follow the instructions of your teachers/ tutors during these live sessions · Interact patiently and respectfully with your teachers and peers. ·
- Make sure you end the session as soon as the teacher indicates to do so.

