

5<sup>th</sup> November 2020

Dear Families,

I do hope this letter finds you coping as well as you can with the current challenges. I am writing to let you know we are making some quite significant changes to how students will work if they are unable to attend school because they are isolating. Given how difficult the current situation is, and it is showing no signs of improving quickly, we are going to start to trial some live teaching online, combined with set work.

This means if your child is isolating individually they will be invited to virtually attend lessons in school via Microsoft teams. If your child is isolating as part of a year 7, 8 or 9 form group, most of the classes will run live through Microsoft teams as per their timetable. Any work linked to the lessons and relevant resources will also be posted on Teams. Attached to this letter is a simple guide, which explains how this will work in different scenarios.

To help this process run smoothly you will be receiving a phone call from your child's new link teacher during the coming week. In the vast majority of cases, this teacher teaches your child every week. They will be your link throughout this challenging time. As well as supporting remote learning, they will update you each term about your child's progress.

When the link teacher makes the initial call, they will be checking that you have all the equipment needed at home for effective learning. We do have some laptops, small desks and other resources in school to support you at home. We will then get any resources you need out to you as soon as possible.

Given that learning could be disrupted for many months to come, it is extremely important we set up remote learning in the best possible way. To overcome the issues around forgotten log ins and passwords (particularly in years 10 & 11) we are doing sessions in school next week and the week after to help students manage the issues.

As with anything new, both for us and for you, it will take us a few weeks to get things running smoothly and to iron out technological issues, so please bear with us. We will aim to have this up and running properly by the last week of the month. In the meantime some work may still come home as work packs through the post or be set through Show my Homework.

Any questions or worries you have should be dealt with when the link teacher phones you. If you need any extra support to contact us in school by phone or on our help@shuttleworth.lancs.sch.uk email.

Kind Regards,



Scenario	Remote learning package
My child is isolating as a result of Track and Trace contacting the family. My child is well.	<p>Lessons will be streamed live on Microsoft Teams and teachers will start the 'meeting' (lesson) which your child would then 'join' so that your child can watch what would be their usual lesson at the usual time. They can then complete the relevant work.</p> <p>This is an expectation that must be met and parents/carers will be contacted ASAP if the child does not join the online lesson on time.</p>
My child is isolating as a result as being identified as a close contact of a positive case in school. Their whole class is isolating – this would be the case for most Year 7, 8 and 9 cases. My child is well.	<p>Lessons will be streamed live on Microsoft Teams and teachers will start the 'meeting' (lesson) which your child would then 'join' so that your child can watch what would be their usual lesson at the usual time. They can then complete the relevant work.</p> <p>At some points the teacher will set independent work but will stay online to help students complete work before finishing off the lesson.</p> <p>This is an expectation that must be met and parents/carers will be contacted ASAP if the child does not join the online lesson on time.</p>
My child is isolating as a result as being identified as a close contact of a positive case in school. This would be the case for most Year 10 and 11 cases. My child is well.	<p>Lessons will be streamed live on Microsoft Teams and teachers will start the 'meeting' (lesson) which your child would then 'join' so that your child can watch what would be their usual lesson at the usual time. They can then complete the relevant work.</p> <p>This is an expectation that must be met and parents/carers will be contacted ASAP if the child does not join the online lesson on time.</p>
My child is isolating as a result of a member of the household testing positive. My child is well.	<p>Lessons will be streamed live on Microsoft Teams and teachers will start the 'meeting' (lesson) which your child would then 'join' so that your child can watch what would be their usual lesson at the usual time. They can then complete the relevant work.</p> <p>If there are several members of the household that are unwell which would make this difficult, please let us know.</p>
My child is isolating as a result of them testing positive for COVID. My child is well.	<p>If your child feels well enough they can join in the online lessons at the usual times, but there will not be this expectation.</p>
My child is isolating as a result of a member of the household testing positive. My child is ill.	<p>Priority should be for the child to rest and get better. If your child feels well enough later on then they can join in the online lessons at the usual times, but there will not be this expectation.</p>
My child is isolating as a result of them testing positive for COVID. My child is ill.	<p>Priority should be for the child to rest and get better. If your child feels well enough later on then they can join in the online lessons at the usual times, but there will not be this expectation.</p>
My child is at home unwell for non-COVID related reasons.	<p>Priority should be for the child to rest and get better. If your child feels well enough later on then they can join in the online lessons at the usual times, but there will not be this expectation.</p>

Further queries:

- All students will be shown in school how Microsoft Teams work so that they can access these online lessons
- Lessons will be recorded and available on Teams to watch afterwards if your child has connection issues or similar that prevents them from attending the online lesson
- Cameras and microphones will be controlled by the teacher but in the majority of cases will be switched off
- Issues with log-ins and/or passwords – please email [ICTsupport@shuttleworth.lancs.sch.uk](mailto:ICTsupport@shuttleworth.lancs.sch.uk) with full name and date of birth of child and we will help



**CHASE**  
*Dreams*

  
**SUCCEED**  
TOGETHER

**Think BIG**

