

16th November 2020

Dear Parents/Carers,

Following on from my letter dated 5th November regarding how children will work from home if they are isolating, I am pleased to tell you we are now able to share some more specific details with you. As shared previously, any child working from home (if they are well) will be expected to join their lesson through Microsoft Teams, following their usual timetable, and we are coaching children in how this works. We have already had successful trial lessons take place, including isolating teachers being able to remotely teach classes from home whilst the class is supervised by another teacher! The only exception to this would be PSHE lessons which would not be practical to teach in this way; however resources would be shared on Teams for children to work through.

We have, however, made the decision not to record lessons as we do want to ensure that isolating children access their learning 'live'. Lesson resources will be uploaded to Teams though, so your child can still access the work at a later date if required.

We are aware that this will be a very new way of working for everyone, and as such need to be very clear with staff, students, parents and carers about how online learning will be conducted. We have therefore devised a list of expectations that must be adhered to, which are attached to this letter. I must reiterate the main expectation is that we must all respect each other's rights to confidentiality and privacy and must not record, screenshot, share or discuss with third parties any elements of online lessons. Also, please ensure that your child has as effective a learning environment as possible that is quiet, free from distractions and has a desk and chair.

As you are aware, your child's/children's link tutor(s) have been in touch to check that you have everything which is needed to access online lessons. In some cases a teacher has not been able to get in touch so please do contact us if you think you may have missed our call. Any equipment needed is currently being organised and you will be contacted by a member of our admin team.

Yours sincerely,



Mrs R England
Headteacher

Student Expectations

- Join Teams lessons punctually when self-isolating, following your usual timetable
- Complete work to the best of your ability
- Upload work to be marked as directed by your teacher
- Follow behaviour and safeguarding expectations (including NO mobile phones) at all times and follow all teacher instructions regarding the use of Teams functions during their lessons
- **Support the rights of all students and teachers by NOT recording/sharing or taking screenshots of any part of the lesson – doing any of these would be a serious breach of safeguarding**
- Only use Teams chat to contact teachers and use formal language when doing so
- Dress appropriately (school uniform is NOT required) and ensure your background is as private as possible

Parent/Carer Expectations

- Reinforce the student expectations with your child
- **Support the rights of all students and teachers by NOT recording/sharing, taking screenshots of any part of the lesson, discussing lessons with third parties or discussing other children – doing any of these would be a serious breach of safeguarding**
- Enable us to support your rights by you and other family members not appearing in the background and by not participating in lessons in any way
- Help us support your child by providing a quiet learning space with a desk and chair – please contact us if you need any help with this