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Headteacher: Mr Tom Black

Dear Parent/Carer,

We thought it would be useful to share with you our plans as a school for how we will deliver online learning in the weeks ahead. This allows us to ensure that every family is aware of what we will be doing during this period.

Learning grids will be issued on a weekly basis for each group and these provide an overview of what students should be working on each week. These learning grids can be found on our school website under the "Resources" section.

In the same fashion as the previous lockdown, lessons will be delivered via Google Classrooms for the majority of students with resources being placed on the individual class pages and activities being issued via this platform. The resources provided in these virtual classrooms will consist of a variety of different activities. This will include things such as pre-recorded lessons, directed links to other websites as well as activities from booklets, videos or Powerpoints. At this time, we do not plan on all subjects delivering live lessons, however should these occur then links will be posted through the classroom page. Should a live lesson be offered in a subject, then this will take place at the time that the lesson would take place in the school. This ensures that multiple subjects do not deliver lessons at the same time.

When it comes to supporting our learners online, each classroom has the option for students to ask questions either directly to their teacher or the classroom page, this will ensure that support is at hand. When work is submitted online, our staff will deliver feedback and return work to students. It is important that feedback is provided and questions responded to in a timely fashion and therefore we aim to do this within 48 hours in the vast majority of cases.

In order to ensure safeguarding the procedures below should be followed by students and families.

Pupils should:

- only contact staff through Google Classroom or their Glow email address
- remember that live lessons are seen as an extension of the classroom and the same high levels of behaviour and engagement are required
- follow expectations during a live lesson which are:
 - the microphone should be muted throughout lesson unless instructed otherwise;
 - camera should be switched off unless instructed otherwise;
 - engage and interact with the lesson;
 - use the 'raise hand' function to ask a question or any alternative arrangement suggested by the teacher (e.g. typing 'Speak' in the Chat section);
 - not take pictures or screenshots during live lessons (lesson content will be shared);
 - not record the live lesson.
- complete work set for the class by the teacher or seek advice if they are unsure on how to complete a task.

Parents should:

- encourage their children to talk about and share their learning at home ;
- not get involved in the live lesson, but please talk to your child about them afterwards and encourage them to take part;
- use existing methods of communicating with the school if there are questions or concerns using the school office and not teacher's Glow email addresses

For those who have no internet provision during this time, alternative resources can be provided by subject staff, however it is important to make us aware of this at the earliest possible opportunity.

For families of S4-6 students, we are still continuing to work towards the next assessment phase, however this will look different from normal. We are still planning the finer details of this and more information will follow. It is therefore absolutely vital that our senior students continue to engage with their online classrooms and build evidence that can be used to help inform the grades they will achieve.

At times, staff may choose to respond to messages, approve work, etc. outwith normal working hours. However, this should not be expected. Engagement with online learning will be monitored by the school on a weekly basis and support provided by the school.

These are uncertain times but as a school we want to be clear that we will continue to work together with all families to provide the best possible experience for all learners. Please do get in touch if there is anything that we can help with.

Kind regards,

Mr Burrell
(Acting) DHT

