

Dear Parents / Carers,

### **Remote Learning during the School Closure**

Following the announcement to close school, teachers have been working hard, behind the scenes, to facilitate the provision of remote learning for pupils from Friday 20<sup>th</sup> March 2020. Pupils in all year groups have attended assemblies where the practicalities around remote learning have been explained. Pupils may access remote learning via their mobile, iPad, laptop or computer.

### **Curriculum Coverage & Independent Learning**

The delivery of the curriculum will continue in all year groups following the subject scheme of work. Pupils will require self-discipline and focus and will need to take responsibility for the completion of work at home so that they continue to make progress in each subject area. There will be no time to do these units of work when pupils come back into school as there will be new units of work to complete. Teachers will, however, re-cap on key aspects of knowledge covered at home.

### **Planning a School Day at Home**

Pupils have been advised to establish the routine of a normal school day, using similar timings and to follow their school timetable. Pupils have been shown how to log onto Microsoft Teams using their normal username and password and how to find the lessons for the day. Pupils should complete work in their usual exercise books / folders. Each subject will set work that should last an hour and pupils should ensure that work is fully complete by the end of the work session. Pupils should plan to have breaks and lunch as usual. Some lessons may be set using online packages such as 'MyMaths' and 'ActiveLearn'.

### **The Safe Use of ICT**

Pupils should ensure that all work is done safely and securely when using ICT, following our usual pupil guidelines. Pupil communication and pupil work on Microsoft Teams will be monitored by school.

### **Communication with Staff**

Pupils in Y7-9 should not use the Microsoft Teams 'Chat' facility. Communication with school should be through the normal channels via parents.

If Y10 pupils need to communicate with a teacher in relation to a piece of examination work, pupils may use the Microsoft Teams 'Chat' facility. Pupil communication with staff should be done respectfully and politely and only when necessary. Pupils will not get an instant response. Teachers will be in classrooms with pupils who have to be in school or may, in some circumstances, be absent from school themselves. Please advise your child to be patient and to move onto the next activity until further guidance is given. Teachers may also use 'Microsoft Teams Chat' to give subject guidelines to a class of Y10 pupils on a specific piece of work.

### **Any issues**

If there is an ICT problem with logging into Microsoft Teams or using passwords, pupils may email: [pupilproblem@stdamians.co.uk](mailto:pupilproblem@stdamians.co.uk). A copy of the pupil guidance for logging into Microsoft Teams is on the School Web-site under the tab: 'School Closure Resources'.

### **Finally,**

I hope that your child will rise to the challenge of working differently and that they will enjoy their opportunities for remote learning. I wish them all the very best over the period of time they are not in school.

Mrs M. Henshaw

Deputy Headteacher