

LKB/cl

4th January 2021

Dear Parents/Carers

As you are aware all pupils will receive their learning via live online lessons in the week beginning the 4th January 2021. This will continue for students in years 9, 10 and 12 during the week beginning 11th January.

To ensure the safety of all students we have prepared some guidance which will be shared with students in their year group google classroom, but we also wanted to share the expectations with parents so you can support your child in following these guidelines.

If any staff are off school and too unwell to deliver their live lessons then an intouch will be sent out to the parents and the students concerned.

Below are two links to support parents and students in the use of google classrooms. This explains further how to use the platform to access work. Links for accessing online live lessons will be shared through the classroom and/or links emailed to students QE email accounts.

Parents: <https://www.youtube.com/watch?v=S66-BeJITV8&feature=youtu.be>

Students: <https://drive.google.com/file/d/1EqZi4BPCWF0P6EKESjVwliivPaywb8Ucw/view>

### Expectations for students during online learning - Information sent to students

- Ensure that you have an appropriate place to watch the lesson. Ideally this would be sitting at a desk, preferably not in a bedroom. If you work in your bedroom, you must be up and dressed and sat at a table.
- It would be helpful if you could be in a quiet part of the house and free from distractions during the lesson.
- Login each day by 8.45am to meet with your tutor, a register will be taken. If you do not login with your tutor we will call home.
- If you are not well enough to join lessons on any day please follow the normal absence procedure.
- Attend all lessons on time according to your current timetable w/b 4th January is a Week 1. A register will be taken by your teacher.

- There is no PM registration.
- Check your microphone is muted and mute if not (unless requested to unmute).
- Use the chat facility to ask and answer questions.
- Your live lesson will be recorded by the teacher
- Your live lesson will be at least 30 minutes long
- Work will be uploaded via the Google classroom along with links to the live lessons
- Under no circumstances are you allowed to record or take photos of the lessons. Any student found to be doing this would be removed from on-line learning opportunities immediately.
- Any poor behaviour will be treated using the normal behaviour procedures with a warning. If behaviour continues you will be asked to leave the live lesson, the behaviour will be recorded on SIMs and parents contacted.
- Please can families refrain from joining in the lessons with their child. This can be off putting for the teachers involved and it is inappropriate for parents to be viewing the other students in the group.

Yours sincerely



Lucy Bickley  
Deputy Headteacher