



Dear parent/carer,

As you may be aware, schools are required to have a remote learning plan in place so that any child who cannot attend school because of COVID-19 does not miss out on their learning.

This letter explains our plans for remote learning for students who have to self-isolate, or where local or national restrictions mean that students need to stay at home.

Our remote learning plan

Our remote learning plan has been made with our students and their families in mind. We believe that this strategy will work best for the children at our school.

A summary of our remote learning plan is below. Specific plans may differ depending on the subject. Where this is the case, teachers will be in touch with more information.

- All work will be set by the student's teacher on Satchel One (Show My Homework). There will be communication from Director of Learning each week which will be an overview of what is happening and any updates and/or notices for students in KS4.
- Students in KS4 are expected to complete 4 hours of independent work per day and also take part in online lessons via Microsoft Teams where available
- A timetable will be made available to any student/class/year group that is learning from home to enable them and parents to plan their learning. This will be emailed to parents/carers if needed
- While we do want students and parents to stick to the learning timetable as much as possible, we understand that families are working under a variety of circumstances and it may not always be possible to follow the timetable. If this is the case, we expect students to catch up any learning missed at a different time.
- Staff at school will provide online lessons through Microsoft Teams for whole classes that are self-isolating. Students have been trained on how to access Microsoft Teams through Office.com and a video is available to students and parents to support. Online lessons will not be possible if only part of a class is isolating.
- Students will be given an online lesson timetable so they are aware when online lessons are taking place with their teachers. These times will be fixed and will be approximately 20-30mins of time with their teacher and the rest will be independent work. They will fit in with their normal timetable but will not be every lesson that they would normally receive.
- In advance of these lessons taking place, please see the following advice below for students.

Set up your space - Try to minimise background noise, have a clear blank background with no family photos. Students will be asked to mute their microphone unless asked to speak.

Sharing your screen - prepare this before you hit the share button. Clear your computer of any tabs you have open/ ensure anything sensitive or private is not on display.

Dress – while students are not expected to adhere to the school uniform, a smart, professional appearance is expected.

Be ready on time with all of your resources next to you ready to use.

Ensure you follow our normal expectations for students and engage appropriately with the lesson, other students and staff members. Online lessons will only take place if a whole class is isolating.

➤ **KS4 Expectations:**

English, Maths, Science: – 2-3 online lessons per week per class

Option subjects: 1-2 online lessons per week per class.

➤ Students will be provided with lessons through Satchel One (Show My Homework) and these should be completed and sent back to teachers or submitted when they return to lessons as instructed by their teacher.

➤ Students will receive feedback on their work while at home if longer than 2 weeks. This will take the form of verbal feedback in Microsoft Teams lessons and work emailed in will be marked in line with our school marking policy.

Our plan for Remote Learning has been written following the DfE guidance for remote learning.

What you'll need at home

➤ Online lessons via Microsoft Teams will require a device that can access the internet, such as a laptop, desktop computer, tablet or smartphone

➤ Access online to Satchel One (Show My Homework) so that your child can download the work set by teachers.

➤ Students should have their usual school equipment available including a full pencil case, paper and a notepad to write on and a flat surface to write on

➤ Consider your child's home learning environment too, e.g. a quiet space where they can work without interruption

If your child does not have any of the above, please let us know as soon as possible so that we can help support you.

What we expect from your child

It's important that your child engages with home learning and keeps to their timetable as much as possible.

If they aren't engaging with the learning, we'll use the following strategies to provide additional support:

➤ Phone call home

➤ Increased feedback

What you can do to help

We appreciate that if this situation arises, it may present some challenges for you. We kindly ask for your support so that we can continue to provide high-quality education for your child during this time.

We don't expect you to watch your child all day, and we wouldn't expect parents/carers to get involved in remote lessons in place of our teachers. But, it would be really helpful if you can take an active role in your child's learning by asking them about their day and what work they've done.

Our top tips:

- Try to encourage your child to be ready and dressed for the start of the school day, and to keep to their timetable
- Distinguish between weekdays and weekends, and make it clear when the school day is over, to separate home and school life
- Plan breaks and exercise into the day to help keep your child active

Please keep in touch with us and do let us know if you're having any difficulties with remote learning, or if you have any questions. You can contact the following people who will be able to support you with queries:

Director of Learning Year 10 – Ms Adolphus – Jadolphus@stahigh.org

Pastoral Year Coordinator Year 10 - Ms Jarrett – SJarrett@stahigh.org

Director of Learning Year 11 – Ms Andrews – SAndrews@stahigh.org

Pastoral Year Coordinator Year 11 - Ms Toone – SToone@stahigh.org

Deputy Headteacher – Ms Kelly - RKelly@stahigh.org

Thank you for your continued support.

Yours faithfully,

Rachel Kelly

Deputy Headteacher.