

**Instructions for continued Yr 10 Phased Return  
GCSE Options Provision  
June 25th 2020**

Dear Parents and carers,

We hope that this email finds you all well and safe. Thank you to everyone for all your support and encouragement over the last two weeks, in particular, helping the vast majority of the students return, in some way, to school. It has been an absolute pleasure to see our young people again, having the opportunity to have a chat, see how they have been getting on and offer a few words of encouragement. We hope that the little that we have been able to offer at this stage has been helpful, the students' responses have certainly been very positive.

**Your son/daughter has been invited to attend school on**

**This section of your email will have been personalised with the dates and days of sessions your child is invited in on.**

Please **DO NOT** allow your son/daughter to attend on any other day. Students who arrive at school on a day that they have not been allocated will be sent home immediately and will not be given access to the site. Latecomers will **NOT** be admitted onsite.

We would now like to take this opportunity to let you know about the proposed next phase of the return for Yr 10 starting **Monday 29th June**. We would like to provide some time with subject specialists in GCSE Options before the summer break. Due to current restrictions we are still not able to offer all children face to face lessons with all their options staff, but Ms Knight has been working hard with your son/daughter's teachers to identify those who are most in need of support and to make the fairest allocation of time across the board.

When we are not able to invite students onsite, subject specialists will be running online live zoom lessons or online small group tutorials. Students will need to make sure that they check their school emails and google classrooms to see when their teachers are arranging sessions. Please see guidance at the end of this letter regarding online learning.

As we mentioned in our recent letter, school will sadly **not** be returning to normal as yet and we are still **NOT** able to accommodate large numbers of students on site at

any one time. Numbers will continue to be limited to a maximum of 40 per day - one quarter of the Yr 10 cohort. **PLEASE REMEMBER THAT ONLY INVITED STUDENTS WILL BE ALLOWED ACCESS TO THE SCHOOL SITE ON ANY ONE DAY.**

Please remember that remote learning will still continue for **all** classes over the next two weeks. We are planning to provide an opportunity for all tutors to make personal, one to one contact with families prior to the summer break and will be in touch nearer the time with details of arrangements for your son/daughter's pastoral meeting.

**Students are now familiar with the arrival routines at school.**

**ALL groups will arrive via the Elder Road entrance.**

Key worker and vulnerable provision remains unaltered and accessed via Crown Dale entrance.

We have been very impressed with the sensible, calm and mature approach of the students who have been on site over the last two weeks but we would like to remind families that we will continue to take exceptional steps with respect to Health & Safety measures on-site.

Please refer to our previous letter which contains;

- **All** the details of the Health and Safety Procedures we have put in place.
- Reference to the amendments to our Behaviour Policy - please see our website for details.
- Travel arrangements.

[Behaviour Policy Addendum Covid 19](#)

[Most recent government advice June 23rd](#)

**ONLY TEACHERS WILL CONTINUE TO MOVE BETWEEN ZONES**

**Year 10** - Arrival onsite **from** 9am.

**Session 1** 9:30am – 10:30am

Zones Cleaned

Supervised Break and hand wash 10:30 – 10:45am

**Session 2** 10:45 – 11:45am

Zones Cleaned

Supervised Lunch and hand wash 11:45am - 12:15pm

**Session 3** 12:15pm – 1:15m - Hand wash and escorted off site

***Students will be reminded NOT to congregate outside the school gates or in the local area or on their way to and from school.***

### **Code of Conduct for Live Lessons**

These will be made use of with Year 10 subject to the following guidance:

Use of Virtual teaching resources (ZOOM or Google Meet)

Staff/students WILL share the following expectations:

**Muted & Invisible:** If the format of the lesson requires that students are muted and invisible then, this must remain the case for the duration of the session. Delivering lessons online is far harder than in a classroom and the teacher may want to use these protocols to ensure that everyone can remain focussed on the learning material. Failure to adhere to this rule will involve the teacher removing the student from the lesson.

**Audio available:** The teacher may want to hear the views of students in these sessions. Where this is the case, students will remain muted until asked to speak by the teacher. If people speak simultaneously then no one will be heard; muting also ensures that no background noise interferes with the quality of sound for all involved. The teacher will unmute the student (or ask them to do so) at the appropriate time; afterwards they should return to being muted.

**Chat:** Students will not comment on other students' comments - they are only able to ask questions directly to the host. Just as in class we encourage students to ask for help, so in a virtual world we want to hear any questions students may have. It is likely that if you have a question about the work then others will as well so please ask! However it's important that these questions are sensible and written appropriately – slang, emojis and abbreviations should be avoided. In Google Classroom the Chat is viewable to all and so this is particularly important. Any misuse of this feature will result in the chat facility being disabled and in some cases, students may have to leave the session and/or be banned from future use.

**Video available:** If the teacher wants to see the students as part of the lesson, students will be told this in advance and then the following rules must be followed:

- All participants must wear **suitable clothing** whilst the session is taking place;
- The sessions must take place in an **appropriate room**. Preferably this would be a communal living space and **not** a bedroom but it will need to be a space that allows the session to take place without interruption and disruption;

- Pupils and parents/carers must ensure that the **environment**, both physical and digital is **professional and neutral**. Extra care must be taken to ensure that private or sensitive information is not accidentally shared. All other web browsers and programs **must be closed** before starting the lesson.
- If only 1 student is online with a member of staff - the lesson cannot continue

Parents are encouraged to monitor the content of online lessons and their children's participation wherever possible

Professional behaviour will be expected - inappropriate student behaviour will lead to disconnection of the student from their online lesson followed by a report for poor conduct on Behaviour Watch with further sanctions. Please note the following safety precautions:

- Staff will ensure that they have enabled all the key safety features on their zoom account to prevent hacking.
- Password protected - every zoom meeting must have its own password required to gain entry this will be emailed to those in the group prior to the session.
- Waiting room will be enabled - the waiting room is a virtual space that a potential participant sits in on their own before the meeting. The host/teacher can see who is in the waiting room and has to permit them entry before they can join the meeting. Anyone who is not supposed to be there or whose name the host does not recognise will not be admitted
- Meeting will be locked - once all the students have arrived the host will lock the meeting meaning that nobody else can enter.
- Only the host/teacher can share their screen - this feature means that none of the other participants in the meetings can share their screens and so are unable to broadcast anything but their own video stream
- Students will not be able to rename themselves.
- All sessions are automatically recorded, having asked the students consent to do this before they enter the meeting, and stored securely on the cloud.
- Profile pictures are disabled.
- Private chat between participants is disabled.
- Virtual backgrounds are switched off.

Thank you for taking the time to read this email, please do continue to keep in touch via email with your child's form tutor in the first instance if you have any questions about the 'in school' provision over the next couple of weeks.

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### **Tutors**

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Kind regards

Mrs Webster