



4 January 2021

Dear Parent / Carer

As per government guidance, the majority of Year 8 students will be taught remotely from Tuesday 5 January until they return to school. We have made some changes to the way in which we will deliver remote learning and I ask that you read the information below to ensure that your child is ready to begin learning tomorrow.

From Tuesday 5 January, students are expected to follow their school timetable and complete five lessons per day. All instructions will be posted on Satchel One. As parents and teachers, we all learnt a lot from the first period of remote learning, and we know that it is vital that students do not get behind with their work. By adhering strictly to the school day, students will be finished with school work by 3pm and this will help to stop the feeling of being overwhelmed. We do understand that where students are sharing devices with other members of the household, timings may need to be altered. After 50 minutes working on a subject, students should submit their work. If students have not managed to complete the work set, they should also send a message to their teacher via Satchel One.

Teachers will specify how work should be submitted. Work may be set using an online platform, for example, Seneca, Doodle or MyMaths, that has an automatic submission. Some subjects that already work with Google Classroom will collect work in this way. Other subjects will request that a photo is taken of the work and submitted via Satchel One.

We have set up a comprehensive system to monitor that work is being completed and ask that you make contact with school if your child is experiencing any issues with remote learning so that we can offer support.

From Monday 11 January teachers will be available on MS Teams or Satchel One for the first 30 minutes of each lesson to give support with the work that has been set. Teachers will send out information about live MS Teams sessions via Satchel One. Where these are available, please encourage your child to attend whenever possible.

By working closely together, we can continue to build on the successes of last term. Hence, I must stress the importance of all work being completed to the highest standard possible and submitted on time. This will help with monitoring progress and will ensure any barriers to learning are quickly addressed. Additionally, we have updated some key documents which will help with the whole process of 'remote learning'. These documents are attached to this letter and will also be placed in the Year 8 parent section of the school website.

If your child has an issue that is subject specific, for example, they have forgotten login details for an online platform or have problems with the work in a specific subject, please contact the subject teacher via email or via Satchel One. As a parent you do not have this message function, but you can use your child's Satchel One account to contact teachers.

As always, if you require any further support, please do not hesitate to contact me. Thank you again for your continued support.

Yours sincerely

Louise Duff

ASSISTANT HEADTEACHER, DIRECTOR OF LEARNING FOR YEARS 7 TO 9

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