



4th January 2021

Dear Parent / Carer

Online Education Update

A warm welcome back to the start of what promises to be a challenging Spring Term. As promised I am writing to you to set out the arrangements we have in place for the coming two weeks.

It is important that the students understand that they are not off school or on holiday but rather being educated from home and it is expected that students attend all their lessons as outlined below.

Part A – students not in school

1. Who is in school and when?

Date	In School	Virtual Lessons
Mon 4 th January	Staff only	No online lessons
Tues 5 th January to Fri 8 th January	Staff Vulnerable students Children of Key workers	Year 11 – all lessons online Year 7-10 combination of live and online work
Mon 11 th To Fri 15 th	Staff Vulnerable students Children of key workers All Year 11 students	Year 7-10 combination of live and online work
Mon 18 th onwards	All staff and students in school	

2. Accessing Lessons

- To keep things simple, all communication with students will be via Microsoft TEAMS. No work will be set on Show My Homework.
- I have attached the parent / student guide to using TEAMS
- Students in Y7-10 will follow their normal timetable (this will be a mixture of live sessions and pre-set work)

- There will be no lessons or work for Year 7 PE and there will be no live lessons, only online work for Year 7 and 8 drama.
- Students must check the chat facility of their different class TEAMS regularly for communication with their teacher
- Students in Y11 will follow their normal timetable and will have live lessons (teacher availability permitting)
- Students with SEND – our students with the greatest additional needs have been included within the vulnerable category. For most other students the teachers, in their live lessons will look to differentiate and set work appropriate for the individual needs of students in their classes. If you feel your child is struggling they should contact their teacher in the first instance. If this does not resolve the matter than please contact Miss McCann (SENDCo) or Mrs Bullock (ASC Base Manager)
- Lessons will be scheduled within the following times (please note most lessons will not last the full session):

Lesson 1	8.50-9.40
Lesson 2	9.50-10.40
Lesson 3	11.10-12.00
Lesson 4	12.10-1.10
Lesson 5	2.00-3.00

3. Expectations

The attached TEAMS guide makes clear the safeguarding expectations for using TEAMS in order to keep all staff and students safe.

- All students are expected to be online for their lessons.
- Behaviour expectations remain as they would in school: behaviour and star points will still be awarded.
- Students should have the basic material they would need for school (pen, pencil, ruler, calculator and something to write on)
- Teachers will mute students and turn students' cameras off as and when they deem necessary. This is for safeguarding reasons.
- Work can be sent in to teachers via their email if they have asked students to do so.

4. Access to online work

If your child has issues or difficulty accessing the online systems then please contact the school.

Part B – Vulnerable Students or Children of Key Workers

If your child has been identified as a vulnerable student then we will already have been in touch to ask them to come into school. If you are a key worker and wish to have your child attend school, this should have been pre-booked by now.

Students will be kept in year bubbles throughout the day and will be given access to a computer to access the live lessons and online work that all students at home will be accessing.

1. Arrangements for coming into school

- Students should arrive and depart via the **Alder Hey Road** entrance (unless your child has a pre-arranged reason to use the main reception) from 8am onwards.
- Buses will be running as normal.
- Students should go to the following areas when they arrive in school:

Year Group	Location
Year 7	Main Library
Year 8	F9 (computer room)
Year 9	G3 (on Year 9 corridor)
Year 10	F8 (computer room)
Year 11	Open computer space next to Year 11 office

2. What does my child need to bring into school?

- Students should be in full uniform
- Students should bring their usual equipment (pen, pencil, ruler, calculator and something to write on).
- They should bring with them a set of **wired headphones** (3.5mm jack) to be able to hear their lessons. Please note it needs to be the 'old fashioned' wired earphones that will connect to our computers not airpods or similar.
- Lunch and break service will be on, though more limited. Any children accessing this should ensure they have money on their account (free School meals will be applied as normal).

I hope that helps to answer all the questions you may have at the moment regarding the educational provision for the students this week and next. Obviously these plans are subject to any further changes to guidance from the government.

I will write again regarding testing and our progress with this, later in the week.

Yours sincerely,

Andrew Rannard

Headteacher