



Dear Parents and Carers

5 January 2021

I am writing to explain how our remote learning provision will work over the course of the current lockdown.

All students working at home should follow the timetable that was issued on December 18th. If your child has lost their timetable, you can find it on the portal. If you are having difficulties accessing this, please let your child's tutor know. We will be following our 'pre Covid' timetable with lessons as follows:

- Period 1: 9.00 – 9.50
- Period 2: 9.50 – 10.40
- Break: 10.40 – 11.00
- Period 3: 11.00 – 11.50
- Period 4: 11.50 – 12.40
- Lunch: 12.40 – 1.20
- Period 5: 1.35 – 2.25
- Period 6: 2.25 – 3.15

We have asked teachers to create a mixture of lessons so that students will have approximately a third of their lessons as live teaching through Google Meet, a third as pre-recorded lessons via Loom and a third as independent work through Google Classroom.

For the live teaching, teachers will let students know on a weekly basis, when they will be running the live lesson. A link to the 'meeting room' will be sent to students in the class via school email. In live lessons, students should have their cameras turned off and their microphones muted. If they have a question, they can use the raise hand function and their teacher can invite them to unmute, or they can type questions via the chat function. The teaching element of the live lessons may not take the full time as there will be time for written tasks in response to the live section but teachers will stay online to answer questions for the duration of the lesson (50 minutes). We will expect the same standard of behaviour and respect in the chat function and in any questions asked as we would in a normal lesson.

Pre-recorded lessons will be scheduled to appear at the appropriate time in line with your child's timetable. These lessons will feature some explanation from the teacher, instructions as to how to approach the task and time to complete the task so, again, the actual recording may not take the full 50 minutes but the work will.

Google Classroom tasks will also be scheduled to appear at the appropriate time and students should work through the tasks according to the instructions typed in to the assignment. Please note that, whilst there is no 'homework' being set, there will be deadlines to complete tasks so that students are fully prepared for the next lesson. Teachers are being asked to let parents know if students are not completing the work set. We appreciate that this is a difficult



situation for parents but would be grateful if you could encourage your child to ensure that they are logging on and keeping up with the work each day, just as they would in school.

Amendment to letter emailed to parents and carers: If your child has PE on their timetable, Miss Whittaker has posted some activities for all students on Google Classroom. This time can also be used to take exercise of your choosing.

If you have any questions, please either email your child's tutor in the first instance or secretary@stdunstansschool.com with 'FAO Mrs Bevan – online work question' in the subject bar and we will endeavour to sort out any issues promptly.

Hopefully, we will be able to welcome all students back next term.

Thank you in advance for your continued support.

Yours sincerely

Lynda Bevan
Deputy Headteacher