



Keeping in Touch Letter 2

Dear Parent/Guardian,

As the partial closure of schools in Wales continues, I felt it was important to contact you with an update on the systems and processes in place to support your child with their distanced learning and general wellbeing.

Wellbeing Checks

Our Pastoral team have been busy on a daily basis making contact with students and parents to offer any support or advice required for completing schoolwork or for general wellbeing checks. This will continue throughout the lockdown.

Live Tutor Group Sessions

We have now introduced weekly Live Tutor Group sessions lasting 15 minutes as an additional wellbeing strategy to allow us to see and make contact with all our students on a regular basis. It is important that your child logs into these sessions as this allows us to provide ongoing pastoral support. A guide to support accessing these sessions is detailed at the end of this letter.

The timetable below sets out the days and times for each Live Tutor Group Session.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|---------------|----------------------------|---------------------------|-----------------------------|---------------|
| Year 7 | | 7SLE - 1:20 7TMS - 1:40 | 7PH - 1:40 | | 7JGH - 1:00 |
| Year 8 | | 8DRT - 1.40 8NL - 1:40 | 8SVT - 1.40 8ED - 1:40 | | |
| Year 9 | | 9CRD - 1:40 | 9MR - 1:40 | 9DCS - 1:40 | |
| Year 10 | 10EMT - 1:10 | | | 10JE - 1:00 10JT - 1:15 | 10LMJ - 1:10 |
| Year 11 | | | 11EBM - 1:40 | 11MJR - 1:40 11AJ - 1:40 | 11JT - 1:40 |

Distanced Learning Provision

All subjects are using the Google Classroom online platform to set work, notify students of any live teaching sessions and to communicate with students directly. All work is posted to Google Classroom every Monday morning which allows students and parents to plan appropriate times to complete this work around family life and the possible sharing of devices with siblings or parents.



Please Note that students are able to access all work on laptops, PCs, tablets, mobile phones and games consoles. If, however, you do require additional support for devices for students to complete work please contact the school so we can discuss any available options to support you and your child.

Live/Recorded Teaching Sessions

Since Christmas, we have moved to a higher number of live or recorded online lessons as well as the live Tutor Group sessions. This allows for face-to-face contact where staff are able to interact with students, explain tasks and support more easily where required. We believe that this blended approach to learning of live, recorded and assignment based lessons allows much needed flexibility to learning in the current climate, while allowing students to continue to progress in all subject areas.

Student/Parent Live Lessons Teams Guidance

The information below details how Students and parents can access live teaching and Tutor Group sessions via Microsoft Teams, our online teaching platform.

Every class has its own Google Classroom for setting work online as well as its own 'Microsoft Team' for the delivery of live teaching sessions. All information about when these lessons will take place, along with the expectations for them, will be posted on individual Google Classroom pages.

How do I join my Team for live teaching?

Look on the required Google Classroom where you will find a post from your teacher similar to the one below:

[\[Link\]](#)

Please use the above link to add yourself to your Tutor Group Teams group. This will allow Mr Jordan to meet with you and your Class or Tutor Group every Wednesday at 1:40pm. If you are using a laptop or computer, the link will work straight away. If you are using your phone, you will need to download the Microsoft Teams app first or it will say the link is invalid.

By clicking the link, you will be taken to MS Teams where you can join the team and lesson.

For every live teaching session, staff will post a message on Google Classroom similar to the one below to remind you of when the lesson is and to remind you of the expectations during the lesson.

Friday 15th January 2021 Live Lesson/Tutor Group Session lasting 15 minutes with Mr Jordan at 1:40pm.

At the time stated above, please log on to Microsoft Teams. When your Form Tutor starts the session, it will say 'Join the conversation'. If it doesn't say this, it means your Form Tutor hasn't started yet so please wait a few minutes.

Rules

- Please keep your cameras on and microphones muted unless asked to unmute by the teacher
- Only use the chat function if you have a serious question to ask
- Use the 'raise your hand' feature if you want to ask a question, or type in the chat function
- Make sure you are in a quiet space in your house
- Make sure you are professionally dressed i.e. no pyjamas
- All sessions will be recorded as a safeguarding measure

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Any unacceptable behaviour will result in parents being contacted.

For all future lessons the best way to join the meeting is;

1. Enter Teams through HwB
2. Open the calendar (left hand side of the screen) which shows an overview of all your scheduled live lessons.
3. Locate the appropriate Team session from the calendar.
4. Click 'Join'

Please Note – If you have multiple family members using the same device for Teams you will need to ensure that the correct person is logged on so they can access the appropriate lessons.

We understand fully the difficulties of juggling home schooling with work and family commitments at such a challenging time. Please do not hesitate to contact us if we can support you as a family with distance learning.

We really look forward to meeting all our students again face to face when the Government deem it safe for schools to reopen fully.

In the meantime, please take care and stay safe.

Yours Sincerely,

Melanie Ferron-Evans

Headteacher