

9 November 2020

Dear Parent,

Remote Learning update:

Teaching staff at Lees Brook have recently received training on delivering 'live lessons' through Microsoft Teams which is part of our school's Microsoft Office 365 package. The training will give us increased flexibility when delivering lessons in the event of large numbers of students having to self-isolate.

All students have free access to Office 365 (which includes Word, PowerPoint, Excel, Outlook, Teams, Forms and Stream). Microsoft Teams can be accessed by downloading the app onto desktop computers, laptops, tablets and mobile phones. Microsoft Teams is free to download but it is vital that students know and remember their school email address and password to access the platform.

Future plans for remote learning are:

Scenario 1:

- If a whole year group or full class bubble must self-isolate, then lessons would be delivered live on Microsoft Teams for the self isolation period. In the event of a live lesson not being scheduled on Teams (for a particular subject) then work will be set on ClassCharts.

Scenario 2:

- If a small number of students or individuals must self-isolate, then work will be set on ClassCharts.

Scenario 3:

- If a whole year group is required to work at home due to high levels of staff absence, work will be set on ClassCharts. In this scenario, Year groups will be placed on a rota system and students will only be set work for their core subjects of English, Maths and Science. This blended learning is planned by our subject Learning Directors and will be set on ClassCharts. Remaining teaching staff in school will be used to teach students in school, so they will not be available to teach a live lesson under these circumstances.

Where possible, live lessons will be delivered to full bubbles (year group or class) but if this is not possible for any reason, **work will be provided on ClassCharts.**

During the last few days at school, students have been provided with information on how Microsoft Teams works and how live lessons will look. To support students, guides and videos will also be issued to help support the delivery of, and access to, live lessons.

Please be aware of the safeguarding protocol attached to this letter which must be adhered to during all live lessons. Again, students have had experiences of these protocols during recent lessons. To safeguard all students and staff, please ensure your child understands if they take a screen shot or post any part of the live lesson on social media or any messaging apps, they may face exclusion from school.

If you have any questions about remote learning please contact your child's form tutor or Head of Year.

Yours faithfully



Zoe House
Headteacher

Safeguarding and Protocols

Safeguarding “Live Lessons”

- Staff and students should have their cameras turned on and students should blur out their background
- Students must wear suitable clothing (no pyjamas), as should anyone else in the household. It should be in an area with as few interruptions as possible
- Any computers/tablets used should be in appropriate areas, for example not in bedrooms
- Students must mute their screen at all times so that staff can't hear any noise from students or from the student's family. If staff do hear any inappropriate language this will be reported to the Head of Year or safeguarding team following usual procedures
- The live class will be recorded so that if any issues were to arise, the video can be reviewed by the behaviour team and or SLT
- The lesson will be automatically saved in the Team so that students can watch it after the lesson if required.
- Language must be professional and appropriate.
- Staff will download the attendance of any sessions held
- Students will not be able to share their screens unless requested to by the teacher
- The individual chat function can be disabled during the lesson by the member of staff. However, staff may wish to encourage questions from students using the chat function
- Any chat messages sent and received will be kept in the Trust's audit logs
- Staff must not remain in the virtual classroom 1 to 1 at the end of the lesson. The lesson will end by ending the call for all
- If the lesson ends unexpectedly due to a staff computer issue (frozen screen etc.), students should join the lesson again through the lobby. Please wait up to 10 minutes for the lesson to restart
- Senior Leadership Team or Learning Directors will drop into lessons
- Lessons set up must include a meeting room/lobby to ensure that only students meant to be in a lesson are in attendance
- If students are not meeting our expectations during the live lesson, then they will be removed from the lesson and this will be referred to the behaviour team
- Any student who screen shots or posts any part of the live lessons on social media will be sanctioned by the behaviour team and face potential exclusion from school