

18th December 2020

Dear Parents/Carers,

Given the Government announcement yesterday that all students in Year 7-10 will be learning remotely in the first week back after Christmas (4th-8th Jan 2021), we would like you to know what we will be aiming to deliver in terms of lessons during this week, as well as our expectations of students.

Monday 4th January has now been designated by EAT as a Teacher Development Day and therefore students will remain at home for an extra day of holiday. From Tuesday onwards though, Year 11 will be in school and will have face:face lessons – it is normal procedure for them. However, Years 7-10 will be set work as per the normal school timetable via Class Charts and teachers are aiming to do some element of live TEAMS teaching for most lessons where at all possible. This means students will need access to their Microsoft account (login details are the same as the one they use to login to computers at school), as well as Class Charts. There is a video tutorial on the Covid tab on the website so you can support your child with access to this: [User Guides - Remote Learning - John O'Gaunt School](#).

We are also aware of those students for whom remote learning is more difficult and we are organising paper based work to be sent home today to cover at least the first two days, as well as a book for them to do their remote learning work in. More work will be added to Class Charts through the week and teachers are aware that, for some, there are limitations with regard to printing and doing work on screen.

Our expectation, in line with Government and EAT expectations, is that all students in Year 7-10 will:

- register, via TEAMS, with their tutor at 8:45 in the morning and tutors will send a meeting request to allow them to do this – it is really important that we maintain this line of communication;
- where students really cannot do this, please phone in to say they are ready to work. If we do not hear from you, we will be ringing you to check that your child has access to the work set;
- students should then check CC for the work for each timetabled lesson, in the order they would have been taught the lessons. For some of these lessons this might mean they are told it is a live lesson in TEAMS. Where this is available, a meeting link will be sent to your child (via email and TEAMS).
- Where it is a live lesson, students should join the meeting with the camera and mic off. All lessons will be recorded (for safeguarding purposes) but the teacher may ask during the lesson for cameras to be turned on and mics to be turned on so we can check for understanding. If a student is really not comfortable with this, we will, of course be understanding;
- we are expecting a good level of engagement with tasks and work can be submitted via TEAMS or Class Charts.

Hopefully this situation will not extend beyond this week but even for this short period of time, it is very important that we support students to keep accessing the normal curriculum, as so much learning time has already been lost. We know we can count on you to support us, and please do alert your child's Form Tutor or Progress Leader if there are any issues with accessing work. We have made it clear to students today that, beyond Monday 4th January, this is NOT an extension to the holiday – it is a working week.

I also include below a re-issue of my letter from Term 1 which outlines what we will endeavour to do for different covid-related scenarios, above and beyond what I have already said here.

Thank you for your patience with this changing situation. Please be assured that we will do our very best to support you and your child with their learning.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J. Morgan', with a horizontal line extending to the right.

Mrs J Morgan

Assistant Vice Principal – Teaching & Learning (JOG)

Reissue of statement of intent with regard to remote learning at JOG for 2020-21:

As you know, we have planned carefully for various COVID related scenarios in terms of delivery of the curriculum. It is our aim to offer you high quality teaching and learning, whatever situation we find ourselves in.

In normal face-to-face schooling, homework will continue to be set on Class Charts so that you have the overview, but we are encouraging the use of TEAMS for the setting of virtual assignments and completion/submission of work. This is so that students get used to using TEAMS. If we are in a scenario where we are having to rely on remote learning they need to feel confident in how to use TEAMS as this is our main platform for the setting of work aligned to the normal curriculum, and where we will offer live lessons.

All year groups have now received TEAMS training. Please encourage your child, if they are able, to download the Class Charts and TEAMS apps onto their phone and to check Class Charts and TEAMS every day for work being set. We also need your support in checking Class Charts regularly, to see what work has been set. You should have been sent your Class Charts login details so that you are able to do this. Please contact the school if you have any issues accessing Class Charts and we will do our best to help you.

We have also conducted an ICT audit to check who has and has not got access to the internet and equipment, if we are in a remote learning situation. If you have flagged up that this is going to be a barrier, teachers will be aware of this and ensure that hard copies of work will be made available. The school will be contacting those who have alerted us (via the ICT audit) to significant issues relating to access to online provision, to see how we might support further.

Staff have been working hard to develop 'Subject Remote Learning Contingency Plans' for the different scenarios students might find themselves in: individuals self-isolating; year group or bubble lockdown; full localised lockdown. These will be made available to you on our new COVID-19 tab on the JOG website. They will tell you and your child what they will continue to learn, how the teaching will be delivered and how we will assess them and check for understanding, should they find themselves in any of these situations. The Term 3 'Subject Plans' are now available for you to access on the website.

Broadly speaking, the plan for each scenario is outlined here:

Individual student self-isolation

If students find themselves at home awaiting a test or having to self-isolate for 14 days, we have put in place a plan for this scenario. In short, any student in this situation will be given a '48-hour emergency work pack' that will bridge any gap in learning. This work can be accessed from home by going to the COVID-19 tab on the JOG website. Where hard copies are required because of a lack of internet access, these will be sent. Progress Leaders will be in touch via telephone to ensure that students have everything they need to continue their learning at home.

Should the student be off for more than 48 hours, then Progress Leaders will be ensuring that bespoke work **aligned to the normal curriculum** being taught in school is sent home via Class Charts and TEAMS by class teachers. Again, students will need to check Class Charts and TEAMS each day that they are absent, unless they are ill and unable to do so. Progress Leaders and Form Tutors will be monitoring engagement with this work, and offering you support to ensure that lost learning time is kept to a minimum.

Year group bubble lockdown:

For the vast majority of students in this situation, we will be offering some live TEAMS lessons using the normal 'in-school' timetable. Students will need to accept teacher invites to these lessons and log in at the correct time, where a virtual register of attendance will be taken. Where live lessons are not possible, PowerPoints and resources will be put on TEAMS, and some teachers may use a narrated videoed



PowerPoint to deliver some sessions. If we are aware that your child cannot access the internet, we will ensure work is posted home or work is such that they can do this handwritten. Please alert your child's Progress Leader or Form Tutor to any concerns you have about work being set or engagement with tasks.

Full/ localised lockdown:

For the vast majority of students in this situation, we will be offering live TEAMS lessons using the normal 'in-school' timetable. Students will need to accept teacher invites to these lessons and log in at the correct time, where a virtual register will be taken. Where live lessons are not possible, PowerPoints and resources will be put on TEAMS, and some teachers may use a narrated videoed power point to deliver some sessions. If we are aware that your child cannot access the internet, we will ensure work is posted home. Please alert your child's Progress Leader or Form Tutor to any concerns you have about work being set or engagement with tasks.

Ways that you can support:

1. Where at all possible, ensure your child has downloaded the Class Charts and TEAMS apps onto their device;
2. Ensure that your child checks Class Charts and TEAMS every day and work is completed;
3. Communicate with us (Progress Leader or Form Tutor in the first instance), if your child is at home, and cannot access the resources or if there is a barrier to them continuing learning at home;
4. Regularly check the new COVID-19 tab on the JOG website where we are placing helpful tutorials on how to login, useful guidance and the Subject Remote Learning Contingency plans that teachers have put in place. <http://www.johnogauntschool.co.uk/219/covid-19>

Our aim is to ensure that we deliver high quality teaching and learning provision, regardless of the situation we might find ourselves in. We feel that live teaching via TEAMS is the best way to do this, as far as this is possible, but for those individuals where this is not possible, other plans will be put in place.

Your support is greatly appreciated and communication between home and school is going to be vital over the coming months. We have already lost a significant amount of learning time and these plans are designed to mitigate against any future threat to your child's education.

Mrs J Morgan

Assistant Vice Principal – Teaching & Learning (JOG)

