

Hayle Academy

11 June 2020

Dear Parent

As we continue to move forward with the development of our home learning curriculum, I am pleased to share with you the important updates and information below to support your child's learning.

Home learning timetable

Please find attached an overview of the home learning curriculum with the next two-week timetable, which has been carefully planned. The timetable covers the period from Monday 15th June to Friday 26th June inclusive.

You can adapt the timings of the timetable to make the learning fit your own situation, except in the case of the published times for the 'live' tutorials with the subject teacher via Google Meet. Everyone has their unique context and we are aware that during this time of challenge we are all trying to make things work for our own families. The main thing is that we all keep students in the habit of learning; it is fine to adapt things so that they work for you and your family.

Google Classroom

All of our students should have now logged into their Google Classroom account using the instructions that were sent in my previous letter:

1. Visit: <https://classroom.google.com> and press the blue button: 'Go to classroom'
2. Their username is their school email address: first [name.surname@student.hayleschool.net](mailto:firstname.surname@student.hayleschool.net)
3. Their password is: Password
4. Click 'I agree' and 'I am a student'
5. Once in the account, click the + symbol to add a class code from their teachers to join a class.

Please can you check with your child that they have logged into their Google Classroom account and joined their classes. If there are any issues with your child's school email address, please contact caroline.beare@hayleacademy.net.

Teachers are setting up Google Classrooms where appropriate to support learning. They are putting the class codes on Show My Homework for students to use to join a class. Furthermore, Year 10 students will be using Google Classrooms when on-site to support our phased return to school for these students from the 22nd June.

If students post a comment in the class 'stream', it must be appropriate and relevant; any comments that are inappropriate, unkind or bullying in nature will be deleted and reported to you.

Google Meet

We are trialling 'live' online lessons through Google Meet, accessed via Google Classrooms, as from the start of next week in response to parent survey feedback. The details are as follows:

Day	Time	Year group	Subject	Teacher
Monday 15 th June	10am	All of Year 7	History	Mr Leech
Monday 15 th June	11am	All of Year 8	History	Mrs Leech
Tuesday 16 th June	10am	All of Year 8	Geography	Mr Leech
Tuesday 16 th June	11am	All of Year 9	Geography	Mrs Leech

The Meet is for all students in the year group. Your child can access the Meet through the class code that is published on Show My Homework. It can also be found in the subject information on the attached timetable.

If your child is in one of these year groups, you will receive a text message 30 minutes before the 'live' online lesson starts as a reminder.

The tutorial is expected to last no longer than 30 minutes and the teacher will be the last person to leave the Meet. The teacher will wear their school identification lanyard, will be dressed appropriately and will be set against a neutral background.

Please be mindful that during a 'live' tutorial, it is possible that anyone can be heard or seen in the home by the teacher and students in the year group on the Meet if in the vicinity of the camera.

For safeguarding purposes, the 'live' lesson may be recorded by the teacher through the Google Meet functionality. If you would prefer, your child can join the Meet with their microphone and camera switched off. If only one student joins the Meet, the teacher will end the Meet and the student can ask any questions to the member of staff through Show My Homework or Google Classroom messages.

Student expectations

For Google Meet 'live' lessons, students must follow the code of conduct expectations that are attached and listed below. By logging into the Meet, students are agreeing to follow our acceptable user policy and our student code of conduct expectations. It is important that these are followed to help keep our students safe and to help us to provide the best possible learning experiences for our young people.

- Students must arrive on time in appropriate dress. They need to stay in the Meet until the end, look at the camera and avoid moving around or eating.
- They need to find a quiet but appropriate space and background - away from distractions like the TV, mobile phone, siblings or pets.
- Students are expected to mute their microphone when they enter the Meet for the duration. When it is their turn to speak – when directed by the teacher – they will need to unmute their microphone and then re-mute it again.
- When students have something to contribute or a question, use the side chat feature. The contributions must be relevant and appropriate at all times. It is not the place to discuss other people or personal matters.
- Students must not distract others.
- Students need to use appropriate and respectful language at all times.
- It is not permitted for students to save, record, screenshot, share or post anything from the Meet.

Google Meets provide a fantastic opportunity for our students to have ‘live’ interaction with their teacher as we adapt to learning and working from home. Teachers may be planning to explain concepts, apply knowledge, tackle misconceptions and consolidate students’ understanding. Every minute of the session will count. That is why any student who does not meet our student expectations will be required to leave the Meet and you will be contacted by a member of our Senior Leadership Team to discuss the matter. Hopefully this will not be the case. However, please discuss these expectations with your child prior to the start of the Meets; your support is very much appreciated. Our intention is to increase the frequency of Google Meet tutorials, pre-recorded videos or narrated PowerPoints by the end of the summer term.

Contact details

We understand that home learning is a challenge, particularly as we know that the current situation is likely to be ongoing for some time yet; like you, many of us have children at home and are experiencing the daily challenge of keeping learning going. These are exciting developments in our home learning provision; if there are any other areas of provision we need to consider or adapt, please don't hesitate to contact us:

Staff member	Area
Mrs M Lock melissa.lock@hayleacademy.net	Home learning: curriculum, teaching & learning; Show My Homework; Google Classroom & Google Meet
Mr M Chippett max.chippett@hayleacademy.net	Tassomai - Science
Mrs K Jones kate.jones@hayleacademy.net	HegartyMaths - Maths
Mrs E Parker emma.parker@hayleacademy.net	Pastoral support; Show My Homework; Google Classroom & Google Meet
Mr C Wyatt clive.wyatt@hayleacademy.net	Year 7 & Year 8 pastoral support, including Show My Homework
Mrs S Truscott sally.truscott@hayleacademy.net	Safeguarding Lead (DSL)

Admin team enquiries@hayleacademy.net	General enquiries
IT Support itsupport@tpacademytrust.org	Student school email log-on enquiries
Mrs C Beare caroline.beare@hayleacademy.net	Student school email address enquiries

As we continue to work together to support our children in their education, and our communities to face the challenges, please be assured that our staff are here to help. We will continue to be in regular contact with you and, as always, we are immensely grateful for your support and partnership.

Best wishes

Mrs M. Lock
Assistant Headteacher

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www.hayleacademy.net - 01736 753009
 Executive Headteacher: Mrs Jan Woodhouse
 Head of School: Mr Dan Mather

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