

04 January 2021

Dear Parent/ Carer

As you are aware, from Tuesday 5th January our students will be learning remotely from home. Based on current government guidance, this will be until Friday 15th January inclusive for all students except for Year 11, who will return to school on the 11th January. Therefore, I am pleased to share with you below some important updates and information regarding our home learning provision to support your child's learning.

Home learning timetable

Students will continue to follow their normal school timetable for this period of time. This means that they will cover four lessons a day. The timings are as follows:

Period 1	8.50 - 10.05
Period 2	10.05 -11.20
Period 3	12.35 - 13.50
Period 4	13.50 – 15.05

The carefully planned lesson resources and materials in line with the subject curriculum will be shared via our main platform, Show My Homework, and will be published on the day that the lesson will take place. The lesson will be entitled with the date, lesson and subject, such as **5.1.21 - lesson 2 - Geography**. This is designed to provide clarity to help our students to self-manage their work and timetable so it is clear what they should be doing on what day. Work will be set with a 24-hour submission deadline and students will be able to submit their completed work on-line to Show My Homework or to their Google Classroom for feedback from their teachers. The work set, in most cases, will be for that individual lesson rather than a series of lessons. This may not be the case for BTEC exam groups – this will depend on the assessment requirements.

In most cases, teachers will deliver a remote lesson which will take place within their class Google Classroom using the Google Meet link or a pre-recorded video PowerPoint. Posts will be made to Show Homework with the class code needed to join the Google Classroom if your child has not already joined.

The remote lesson may take the form of a live Google Meet at the start of the lesson before students then independently complete the learning activities; they then may return towards the end of the lesson for a plenary session, where the teacher will provide feedback on progress and misconceptions.

Where possible, work set will take the form of a Google document so that teachers will be able to see the students' progress and work in real-time and will be able to provide on-going feedback throughout the lesson. They will also be able to respond to student questions through the Google Classroom stream.

Google Classroom

A reminder of the instructions on how students can access their Google Classroom account:

1. Visit: <https://classroom.google.com> and press the blue button: 'Go to classroom'
2. Their username is their school email address:@student.hayleschool.net
3. If it is their first time of using the platform, their password is: Password (otherwise they use their own memorable password)
4. If it is the first time they have used the platform, 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 have joined their classes. Ideally, this will be in advance of the 'live' lesson so that there is time to resolve any issues if they emerge. Students should only access the Google Meet through their Google Classroom. If they attempt to access it through the Google Meet app, it will not work.

Teachers will re-post the class codes on Show My Homework for students to use to join a class. 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

Live tutorials are not expected to last for the whole lesson. It is important that the teacher joins the Google Meet first so we ask that students wait 5 minutes before joining a live lesson to enable this to happen. 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 classroom or 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. Your child should join the Meet with their microphone and, if you would prefer, they can switch off their camera. 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 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 to support their 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.

Homework

During this period of home learning, it is not expected that homework will be set until students return to the school site. 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.

However, teachers may wish to set follow-up work to the lesson, particularly for exam classes, which could take the form of a quiz to assess students' understanding and recall of knowledge learnt, a revision task or a specific piece of research linked to future learning.

Monitoring of Home Learning

On a daily basis, we will be monitoring the use of Show My Homework, attendance at 'live' lessons and the student submissions. If students experience any technical difficulties in accessing the platforms, please do not hesitate to contact us using the details listed below.

Furthermore, if your child does not have access to the internet and/ or to a device to access their work, please do email me at Melissa.lock@hayleacademy.net so that we can help to support every student with their learning at home. If we notice a pattern of non-engagement with the home learning platforms and/or submission of work, we will contact home to explore ways that we can help to support as it is so important that our students continue with their routine of learning and maintain their good levels of progress.

Tutors will be sharing a weekly tutor message via Show My Homework and are also available for support via this platform or by contacting the school directly.

Contact details

We understand that home learning is a challenge, particularly as we know that the current national situation is dynamic and subject to change. We will continue to review our provision in light of the national and local developments to tailor the learning to best suit our students and our community. In the meantime, please do not hesitate to contact us via the details below:

Staff member	Area
Mrs M Lock melissa.lock@hayleacademy.net	Home learning: curriculum, teaching & learning; Show My Homework; Google Classroom & Google Meet
Miss Lizi Mckenzie lizi.mckenzie@hayleacademy.net or 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; Google Classroom 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.

Yours sincerely

Mrs M. Lock

Deputy Headteacher

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Executive Headteacher: Mrs Jan Woodhouse
Head of school: Mr Simon Horner

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