

4 January 2021



**Saffron Walden  
County High School**

Saffron Academy Trust

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Dear Parent/Carers,

All students in Years 7-11 will receive remote, on-line learning for the first week/weeks of term. In this letter, we would like to give some information on how remote learning will work, what your child can expect and what your child must do during this period.

If you have requested Key Worker provision, you will have received a separate letter with information on this provision.

### How will remote learning work?

- All remote learning will be set on Microsoft Teams within the class team
- All students will receive 5 hours of learning a day
- All students will follow their normal school timetable receiving lessons at the time they would normally happen
- All students will continue to follow the curriculum that would have been delivered in school

### What can my child expect?

- Over the **course of all lessons during the week**, students will receive a mixture of independent tasks and live inputs from the teacher (live inputs could range from a starter, where the teacher sets up the learning for the lesson, to fully streamed lessons).
- Live inputs will be recorded so students experiencing difficulties with technology or connectivity are able to access these recordings later in the day.
- Teachers will be on-hand during the time of the lesson to answer any questions students might have.
- Students should expect two possible inputs:
  - In their calendar on Teams, they will see the live input scheduled for the week ahead as meetings. This will allow them to follow their normal timings of the school day. They can also access these meetings in the class Team. A join button will appear in the post area just before the lesson is scheduled to start.
  - In the assignments area of Teams, they will see the assignments appear as per the school schedule. Students should aim to hand in work by the end of the scheduled hour where possible to support the management of their time.

### What must my child do?

- **As far as possible, all students should try to be available on-line to participate in the lesson during the lesson slot** (we understand that this may be more challenging for students if there are limited devices in the household or additional demands on



broadband. In this case, we would ask students to ensure they have listened to recordings of the live lessons and aim to have completed work within 24 hours).

- Be ready for each lesson and appropriately dressed.
- Students must complete work set in their exercise books (unless otherwise requested by the teacher).
- In order to help students manage their time and chunk their learning, students must aim to **upload all work completed during the lesson slot by the end of the lesson** (this can be a photo of what they have produced uploaded to Teams). At the latest, all work should aim to be uploaded within 24 hours of the lesson.
- Students should message their class teacher in Teams if they have any queries or issues. Teachers will be on hand to answer questions during the lesson and will get back to students within 24 hours outside of the lesson time.
- For live inputs, we would ask students to:
  - Ensure their camera is turned on so the teacher can see their faces (this is important in helping the teacher get the most out of the live input session)
  - Ensure they are muted
  - Follow all instructions given by the teacher
  - Uphold the highest standards of behaviour as expected of students in school. If a student misbehaves then the school will sanction the student in accordance with the whole school behaviour policy. We have a duty to protect our staff and live-streamed lessons and content is the school's intellectual property and anyone sharing it or copying images from it without permission will be sanctioned.

#### Who should I contact?

- Your child should message their class teacher if they need support with a particular subject.
- If you have any concerns about your child's ability to access remote learning across all subjects, please contact your child's Year Achievement Coordinator.

During this period of remote learning, we will do all that we can to ensure students continue to receive the highest standard of teaching and learning so that they can easily slot back into face-to-face lessons when they return to school.

Yours sincerely,



**Ms C Davis**  
Deputy Head

