



October 2020

Dear Parents/Carers

Remote Learning Updates

I am writing to inform you of the most recent updates that we have put in place as a school to ensure that we have effective provision for remote learning if, at some point, we have to send a class or year group 'bubble' home to isolate for 14 days; or if there is an extended period of whole school closure. Pupils who are self-isolating on an individual basis will continue to receive class material via Show My Homework. I would like to thank you for your support with your child's engagement with home learning during lockdown; we have been impressed with their work ethic and knowledge on their return. Each curriculum area has reviewed the knowledge and skills that were taught over lockdown and measures are in place to ensure that there are opportunities to recall key information and address any misconceptions that may have occurred.

New government guidance has been published in relation to remote learning and as a school we have reviewed our current provision and further strengthened it to ensure we deliver quality first teaching and learning so that your child continues to progress in their studies. Government guidance states that when teaching pupils remotely, schools are expected to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

In accordance with the guidance, we have introduced a new platform, Office 365, which will coincide with Show My Homework. Teachers have received training on the use of Office 365 and particularly Microsoft Teams. Pupils in KS3 have been given an introductory lesson on Teams and pupils in KS4 will receive information in their study period classes in the coming weeks.

Office 365

Office 365 is a collection of apps and cloud storage that will be very helpful for your child's learning. All pupils have been issued with an Office 365 account with their own email address. Your child from now until they leave Holy Cross will use this. As well as a pupil email, they will also have free access to Microsoft Word, Excel, PowerPoint, One Note and more online. Pupils have been reminded to create a memorable password and not to share it with other pupils. It has also been explained to them that the email account is for school purposes only and should only be used for school work. It is not an email to converse with friends and all email accounts will be monitored.

Teams

Part of Office 365 is the Microsoft Teams collaborative platform and we are going to use this as a teaching and learning tool, which allows for real-time communication and sharing of resources between teachers and their classes. If your child is part of the class or year group bubble that has to work from home for 14 days and remains well, they will have the opportunity to access live or pre-recorded lessons through this channel. Class teachers will schedule a live meeting for the class to meet and to take part in the lesson; the link for this will be on the pupil email as well as on the calendar tab on the app. The lesson will take place following the school timetable as class teachers will still be in school teaching the remaining year groups. It is an expectation that your child attends the scheduled lessons and an attendance register will be taken. The number of live lessons will be dependent on individual subject areas and the number of weekly lessons. Some lessons during remote learning will be independent lessons whereby pupils will work on a set piece of work at home without teacher input or pupils will be directed to online revision apps and resources such as Quizlet, Kerboodle, Seneca, Maths Watch, Oak Academy. Pupils have access to a files section where teachers will upload the appropriate resources, an assignment section, where teachers will set assignments for pupils to complete. Pupils can hand in the work immediately and teachers will provide feedback on the work or in the grades section. There is also a post section whereby pupils can ask questions relating to the lesson, and class teachers can add additional resources. Pupils have been reminded that all comments will appear on the post section and must be appropriate in line with Holy Cross standards, and they will be monitored.

In order to ensure pupil safety during live lessons, we have disabled pupil and teacher cameras and pupils only have access to their classes. Your child's class teacher will start the session and share their screen and any notes with pupils. Staff may mute and unmute pupils at different times to participate in the lesson, but the default for pupils will be to mute. All live lessons will be recorded for safeguarding purposes. For pupils who may not be able to attend the live lesson due to illness, they will be able to watch the recorded session at a later date. Although lessons will be remote, your child must continue to follow the pupil code of conduct and behaviour policy that we have in place at school. If your child doesn't follow the rules that we have in place, they will be removed from the lessons. Pupils are reminded not to share private information through the live online lesson system, not to respond to contact requests and if they have any concerns or worries they must report them immediately. The school's Safeguarding and Child Protection Policy has been updated to include safeguarding procedures in relation to remote working.

Parental Permission

We must obtain parental consent in order for your child to attend live lessons and for the use of images or any information that identifies your child that may be used during the live online lesson. It is very important that we receive this permission swiftly. To do this efficiently, please can you click on the following link to Microsoft Forms to give consent and press submit and it will return back to us. If you have more than one child at school, we must receive consent for each child and we will need an individual form submitted per child. If you do not have ICT access at home, we need to know so that we can support your child with their remote learning. You can also scan the QR code below to access the consent form.



<https://forms.office.com/Pages/ResponsePage.aspx?id=cHY5wgbnIUGNcTLOJcFA9kHTCbBxi4dColbit1GT6hUQU9RU1VFNENZTIFFRkdQQjBTTjlxODBKUj4u>

Additional Information

On the school website in the home learning section, you will find additional information regarding remote learning including a child friendly remote learning guide for staying safe online, a pupil guide to Office 365 and Teams, the pupil remote learning policy and a website link to support parents with distance learning for Office 365.

Normal protocols for contacting school remain the same. On no occasion must a parent/carer use the streaming platform or pupil email to attempt to make contact with a member of staff and we would ask you to not attend the live lesson with your child. We understand that this is not always easy, but hope you appreciate the importance of trying to facilitate this for safeguarding reasons. If you do have any questions regarding remote learning, please do not hesitate to contact us. If you have a technical enquiry please contact 365support@holycross.lancs.sch.uk and for general or subject specific enquiries admin@holycross.lancs.sch.uk or via phone 01257 262093.

Once again, many thanks for your support and encouragement with your child's learning.

Yours sincerely

Miss Marcroft
Assistant Headteacher