

# Hele's School

*A great place to learn. A great place to grow.*



Friday, 1 January 2021

Dear Parent/Carer,

As I wrote last night, Government guidance published in recent days has required us to amend our plans for the start of term. All learning for all year groups will take place remotely from the week beginning Monday 4<sup>th</sup> January 2021 – the only children on-site during this week will be a small number of ‘vulnerable’ children and children of Key Workers who have previously booked a place for on-site supervision of remote learning.

**Parent and Carer guidance document:** please be advised that the January guidance document for parents and carers that was shared at the end of Term 2 is now in the process of being amended in light of the new Government guidance, and the now outdated version (v 14<sup>th</sup> December 2020) has been removed from the School website. An updated version will be placed in the ‘January Start of Term Arrangements’ section on the website by the end of the day tomorrow. The key changes pertain to the different return dates for year groups in light of recent Government guidance and the expectation that face coverings are worn by all (unless exempt) in classrooms, as well as corridors and communal areas. All other arrangements (egress points, one-way system, lanyards with ID badges, etc.) remain as was previously outlined. Please do check the website for this updated guidance.

**Free School Meals (FSM):** vouchers will be provided in lieu of a daily school meal for families in receipt of FSM during the period of remote learning – this is for those working remotely *and* those in supervised remote learning provision on-site. *Important: those children in receipt of FSM being supervised on-site will need to bring a packed lunch from home each day, or credit should be loaded to a ParentPay account should a FSM child wish to access a limited food cart service.*

**Remote learning:** we will provide a full timetable of live lessons delivered by your child’s classroom teachers in line with their normal timetable (w/b 4<sup>th</sup> January is Week A) . To access these lessons, students will need to log-on to Microsoft Teams each day, ‘attend’ lessons in line with their daily timetable and submit work by the deadlines specified to the best of their ability.

Live lessons/registration will begin at the following times:

Tutor Time	8.45am
Period 1	9.05am
Period 2	10.05am
Period 3	11.35am
Period 4	12.35pm
Period 5	2.05pm

Teachers will take a register at the beginning of each lesson and non-attendance will be followed up.

**Microsoft Teams:** MS Teams functions as a virtual classroom and your child has a virtual classroom set up for every subject. All students have received training on the use of Microsoft Teams. Students have been shown how to download MS Teams onto their home devices and how to attend live, remote lessons. A short video has been shown to students by their Tutors, supported with a help-sheet, and both of these have been uploaded to ClassCharts.

**Live lessons:** lessons over the next two weeks will follow our normal curriculum. Students will be greeted by their teacher at the beginning of the lesson and asked to complete a retrieval task. During this time the register will be called. After this, the teacher may deliver direct instruction and teach new material, direct students to watch an Oak National Academy lesson or ask them to complete a task independently and submit it via Assignments by the end of

the lesson. Teachers will be available on-line throughout the lesson to offer support and the class will be asked to return for the final part of the lesson to review the learning.

NB: There will be no live lessons for Active Lifestyles (Core PE) or Personal Development (PD) across all year groups, or Core RS (Philosophy and Ethics) and Key Skills at Key Stage 4. Instead, work for these subjects will be placed in the subject channel of the year group curriculum team at the beginning of each week.

**What does my child need to do to prepare for remote learning?:** a letter was sent to parents/carers and to students before the end of term, with clear instructions about what to set up in readiness for remote learning in January. As a reminder, all students were asked to download MS Teams onto a device at home. A laptop or desktop PC works best, but MS Teams can be accessed via a tablet or mobile phone. A video showing how to do this can be found [here](#).

*Your child will need to know their school email address and password to access their school MS Teams account.*

Before their remote lesson, your child will receive 'invitations' to their remote lessons via email. They must 'accept' these beforehand to enable them to join the lessons.

Should your child experience any difficulties on the first day back, technical support can be accessed through our IT Helpdesk at [ITHelpdesk@heles.plymouth.sch.uk](mailto:ITHelpdesk@heles.plymouth.sch.uk)

**On the day how does my child join the live lessons?:** students should open MS Teams shortly before the start time of their lessons and click 'join' to start the relevant lesson, remembering that they must have 'accepted' the teacher invitation to the lesson in advance. Students may be asked to wait in the lobby until the teacher begins the lesson. *Students should ensure they are muted and the camera off before joining the lesson.*

A video explaining what to do can be found [here](#).

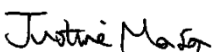
**Code of Conduct:** we previously sent you a copy of our code of conduct for live lessons and asked for your support in going through this with your child before lessons begin so they are clear of our expectations. I attach this document to this email once more as a reminder.

**Supervised remote learning on-site:** those families who completed the survey sent out at the end of last term or who have subsequently been contacted due to the changes to eligibility have a place confirmed and will be contacted separately over the course of the weekend with further details around logistics.

**Other key points:** the release of Year 11 Mock Exam results at the planned Mock Results Day on Thursday 7<sup>th</sup> January 2021 has been postponed until Year 11 are back on site; it is vitally important that students have their results shared with them personally and in a context they fully understand, with staff support available thereafter. Likewise, the release of the Interim Assessment report for all year groups that was due to be shared with students on the same day has been postponed. More details will follow about both events.

We understand the challenges that these late changes may bring for all, but it is important we follow Government guidance to keep our school community safe. Please do keep talking to us about your child's experience of remote learning over the coming weeks; we are confident that by working together positively and constructively we can continue to provide a high-quality education for your child.

Kindest regards,



Justine Mason

**Principal**

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