

22 December 2020

Dear Students, Parents and Carers

I am writing to update you on a development in how we will deliver home learning to support student progress for those self-isolating or having to work from home.

As you will already know, we have been working on developing our use of Teams to further support home learning. Staff spent time working on this in our last INSET day and we are looking to develop how we use this resource to deliver parts of, or whole lessons from January. As I'm sure you can appreciate, this is a very new way of staff delivering learning and as a result, we need your support to ensure we all work together to safeguard our students and staff.

With years 7, 8, 9 and 10 remaining at home for the first week in January, we are presented with an opportunity for students and staff to practise using Teams for online lessons. Depending on the type of tasks in a lesson or the subject, time frames will vary. Therefore students, parents and carers should expect a mixed approach to online learning. This will be achieved through work set on Satchel One – SMHW, pre-recorded videos produced by staff to support tasks or learning and live lessons (or parts of lessons) on Teams.

In preparation for using Teams to support home learning, we have put together a Remote Learning Guide (attached), along with some support videos on our Oakmoor YouTube Channel https://www.youtube.com/playlist?list=PL-gx4-LFi88RhstummRfB26q1_L8hUdHO to ensure that we can all work together to achieve the best possible outcome. Please can I ask that you spend a few minutes reading through this in advance of the start of term in January.

On behalf of all of the staff team at Oakmoor, I wish you and your family a happy and healthy Christmas break and new year. We are looking forward to a positive 2021.

Yours sincerely



Mr A. Beere
Assistant Headteacher



Remote Learning Guide

Scenario 1

Teacher is in school, students are in school but a small number are isolating

Scenario 2

Teacher is in school and a bubble of students are at home isolating.

Scenario 3

Teacher is at home isolating as family member is symptomatic.
Teacher is fit to work.
Students are in school.

Scenario 4

Full or local lockdown

Remote live lessons through Teams.
We will continue with our current lesson times.

Lesson 1 - 8:55 - 11:15

Lesson 2 - 11:20 - 1:40

Lesson 3 - 1:45 - 2:45

Safeguarding considerations for Students, Parents and Carers

- Staff will only start Teams lessons when there are at least 3 students in the lobby, unless another member of staff is present in the meeting. This is only applicable to scenario 3 and 4 as there will always be a teacher present in the room when students are at school for scenario 1 and 2
- When the teacher is at home and the students are at home (Scenario 4) lessons will be **Recorded** using the MS Teams control in order to safeguard all students and staff
- Staff will monitor and follow up on any inappropriate comments in the meeting chat. We would consider this behaviour to be inappropriate off task behaviour and would manage this in the same way that we would in school
- Students must switch off their cameras at the start of the lesson and they will remain switched off for the vast majority of lessons. It is possible however that there might be rare occasions where it might be appropriate to have cameras turned on (for example a food practical lesson). Students must be dressed appropriately in this scenario
- Students should try to find a quiet room in the house for their Teams lessons so that they can concentrate on their learning without interruption

STUDENTS

Your education remains of paramount importance to us all, which is why we are introducing the use of Microsoft Teams to best support your learning. We see this mixed approach to delivering lessons and learning as a crucial part of providing you with the best chances of being successful in your education and it is absolutely vital that we all work together to achieve this goal. The use of Microsoft Teams to support learning will bring about some technological challenges for some of us, but by working together we will resolve any issues that may arise to ensure that you have every opportunity to meet your full potential.

- You must follow your timetable for lessons. You can access Teams lessons through your calendar on Teams. This can be done on a computer/laptop or apps on tablets or phones. Please practise logging in on your computer or download the app onto your phone to make sure that you can access Teams
- You will need to mute yourself and turn off your camera before entering the lesson. Staff will ask you to unmute at points in the lesson and can also use the 'hand up' and chat options for further communication
- Try to sit in a quiet area where you are less likely to be disturbed (if logging on at home)
- If you have problems connecting to your lesson please contact your teacher by email
- Remember, we expect the same high levels of behaviour for learning when in a Teams lesson as we do in the classroom. Online learning in this format is to better support your education, so please work with your staff, who are working hard for you

PARENTS AND CARERS

We are aware of the time and support that you put in to your child's education during the first lockdown and whilst we are extremely grateful for your support throughout this time, we want to do all we can to reduce the stress that that situation brought about. We hope that the introduction of Teams will reduce the amount of input that has been required from you and continue to improve our provision.

Please be aware that not all lessons will be run on Teams and that they will also vary in their length of time. This will depend on the work that is required. It is the teachers responsibility to introduce tasks and follow up on any questions that students might have. This can involve a mixture of time spent on Teams. Some lessons might involve the whole lesson being taught and at other times, teachers may only provide an introduction to tasks. Students will then be expected to work independently on the set task. If they have any questions then their teacher will be available online to support them.

We believe that the use of Teams will continue to improve how we deliver our lessons and will support our students when having to learn from home. We ask that you support us with this initiative and are aware of the following points;

- If your child is too unwell to participate in online lessons, please ring the school absence line, otherwise they are expected to attend lessons and continue to complete the work set
- Lessons will involve a mixture of work set on Satchel One - SMHW and Teams
- If your child is not able to access online lessons, in the first instance please view the support videos that Mr Riley has put together on our YouTube channel https://www.youtube.com/playlist?list=PL-gx4-LFi88RhtummRfB26q1_L8hUdHO If you are still unable to access Teams, please contact us by phone. If your issue is related to technology you can email us on itsupport@oakmoor.hants.sch.uk and someone will get back to you as soon as possible
- Please encourage and support your child to access their online lessons in a quiet environment, where they are least likely to be disturbed so that they can concentrate on their learning
- Student's cameras must be switched off and microphones muted at the start of a lesson. Staff may ask for microphones to be unmuted to allow conversation with an individual
- Teachers will keep a register of who is present and will follow up on any absence from the lesson. If your child is unwell and is unable to attend a Teams lesson, please contact school to keep us informed

Some students are already used to using this system and will continue as normal. For those who will be experiencing this for the first time, please follow the guidelines and stay in contact with us at school if you have any issues. We will continue to work together to develop the use of this resource and hope that it will continue to improve our students experience of learning at home. Thank you for your ongoing effort and support.