

Executive Headteacher Mr D Gurney B.A. Hons / NPQH / NLE
Head of School Mrs S Roberts BSC. Hons / PGCE / NPQH

14th January 2021

Dear Parent/Carer,

Re: Home Learning update Live Lessons launch

We would like to update you with the changes to our home learning provision during this period of national lockdown. Currently students access their home learning via FROG where work for all year groups has been set by class teachers so that it is aligned to the curriculum as far as possible. We are now introducing a Live Lesson model in order to provide teacher input alongside the learning resources that have been set on FROG. The Live Lesson element will be delivered using Microsoft Teams.

Microsoft Teams is a communication platform that allows the teacher to stream their lessons live to the students at home. In our case, this will be what is displayed on the interactive white board, along with their teacher teaching their lesson and answering student questions in a similar way to how teachers work in a classroom. The functions that Microsoft Teams offers allows a far more interactive way of learning for students.

Functions include:

- Microphone access will enable students to hear the teacher delivery of the lesson
- The teacher has control of student microphones, meaning that students cannot 'shout out', but can be invited to speak by the teacher.
- The Camera function will be switched off, meaning students will not be able to see each other or the teacher.
- The Hands-up function will enable students to put their hand up, should they have a question.
- The Chat function where students are able to ask questions or give answers to their teacher. These will be visible to all those in the class.
- Resources for the lesson such as worksheets or texts will be saved on FROG for students to access.
- All Live Lessons are recorded in Teams to safeguard students and teachers who are engaging in online learning.
- A register will be taken at the start of each lesson allowing us to check that students have attended the lesson. Absences to lessons will be followed up by the Attendance team and Care Support and Guidance team.

Launch dates for year groups to begin engaging in Live Lessons are as follows:

- From Monday 18th January **all Year 11 and 10** students are required to engage in Live Lessons.
- From Tuesday 19th January **all Year 11, 10, 9 and 8** students are required to engage in Live Lessons.
- From Wednesday 20th January Year 7 and **all year groups** are required to engage in Live Lessons.

Students should continue accessing their work from FROG until the specific launch date for their year group.

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Timings for Live Lessons timetable is as follows:

Unit 1	Unit 2	Break	Unit 3	Unit 4	Lunch	Unit 5	Unit 6
8:50-9:30	9:40-10:30		10:50-11:30	11:40-12:30		1:05-1:45	1:55-2:45

Lessons will follow your child's timetable and a copy of this is in your child's planner or can be accessed via the parent app. Students will receive an invite to each Live Lesson from their academy email account. Live lessons can be seen in the calendar section of your child's email and these have been scheduled to align with your child's academy timetable.

Further detailed guidance on how to access Microsoft Teams is available on the academy website (via the Home Learning tab) www.cockburnjohncharles.org/home-learning and we recommend that this is accessed before your child's specific launch date. This guidance will also be emailed to each student.

We fully appreciate this is a new way of learning for students so to help parents and carers provide support to their child's remote learning we will be emailing more detailed guidance on how to access the online learning platforms, alongside tips to encourage your child to engage productively while working remotely.

The live part of the lesson will commence at the start of the lesson and then students will then be required to complete independent learning tasks for the remainder of the lesson in a similar way to how students learn in a classroom. These independent learning tasks can be accessed from FROG and students will be directed to upload their finished work to FROG once they have completed it.

By completing online learning through Microsoft Teams, you and your child are agreeing to the terms outlined in the usage agreement below. If your child does not have access to the internet or a suitable device, please contact the school so that we can support your child.

By engaging in remote home learning, all parties agree to the following acceptable usage agreement.

Students agree to:

- Be prepared to learn by not having distractions around them (TV/ Music/ Social Media on etc)
- Be equipped with their planner, pencil case and paper to write on
- Check their **academy email** before 8:50am daily to access Microsoft Teams Live Lesson invites
Access their email via www.office.com and click on the link sent in the calendar.
- Enable access to Teams on any internet enabled device (mobile phone, laptop, tablet, PC computer)
- Be punctual for all Live Lessons.
- Be respectful to everyone in the online live lesson, do not dominate the chat or ask questions that are not relevant to the lesson
- Not record or share images of the lesson, and adhering to the academy expectations of appropriate internet use, respecting the privacy of our teaching staff and other students.

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Parent/carers agree to:

- Ensure your child is accessing online Live Lessons using an appropriate device
- Ensure your child adheres to of the academy's PDFL policy and updated protocols for home learning shared on the academy website.
- Ensure your child is punctual to the start of the remote timetabled day and ready to engage in remote learning
- Contact the academy without delay regarding any area of concern either by telephone on 0113 487 2800 or via email on info@cockburnjohncharles.org

Please share this information with your child. We will also share this information with them via their academy email. We believe that this way of working will offer greater engagement for students and structure while learning at home, if you encounter any issues in the beginning stages which we aim to resolve as swiftly as possible. If you have any questions or feedback about the live lesson process please feel free to contact info@cockburnjohncharles.org

Thank you for your continued support in these unprecedented times.

Yours sincerely,



Mr D Gurney
Executive Headteacher



Mrs S Roberts
Head of School