

17 March 2020

Dear Parents/Carers

Remote Learning

In the event of possible school closure, we want to do everything we can to protect your son or daughter's education. We know that a lot of students will be, understandably, very concerned about their exam preparation in particular and want to support them all as much as possible in what are, of course, ever changing circumstances. Today, in assemblies, we are giving students information about how we will run remote learning through the technology that is available to us and below is an outline of the information and advice they will be given. I attach a pdf copy of that assembly for your information.

Information for students about learning at home:

Do: ★ Follow your **usual timetable**, as though you were still at school. The teachers will schedule work **'in real time'** on Google Classroom at the time you would have had their lesson. So, if you have Maths lesson 2 on a Thursday, you will be given a Maths lesson at 10am via Google Classroom and be doing that Maths work from 10 until 11am.

★ Make sure you participate in the online 'lesson'- the teachers will be taking a **register** and non-attenders will be followed up. The lessons will include timings to help you manage how much time should be spent on each activity. Some lessons may include audio or video recordings from your teacher explaining or modelling the activities.

★ Make sure you **'turn in' your work at the end of the lesson via Google Classroom**. If it is handwritten or drawn work, take a photo of the work and turn that in.

★ Use the time given to you by your teacher in the instructions for each lesson to ask any questions online you have about your learning. This will be a **minimum of 10 minutes each lesson for a question and answer session**. Remember to use your books and other online lesson resources to help you too. You may be able to help each other too by answering questions you see that have been posted that you know the answer to.

★ Complete and submit your **homework** as usual, outside the normal school day times. Year 11 will continue with their revision homework schedule.

★ Communicate **professionally and positively** online with your teachers and classmates. Continue to follow the IT Acceptable Use policy.

- ★ Take your usual break and lunchtime and get as much physical **exercise** as possible.
- ★ Get **organised** and have a clear space to learn at home.
- ★ Keep your parents/carers updated with **how you're getting on** with your work.
- ★ Years 7 - 10 should spend PDT time **reading**. The English department will make sure everyone takes a book home this week at school.
- ★ **Be kind and supportive to each other** as this may be a relatively long period of people staying at home.

Don't: ➤ Contact your teachers with questions by email outside the usual lesson times please (remember you do have an opportunity to ask questions in Classroom during the lesson). **Don't email** your work to your teachers; submit it all via Classroom.

- Let yourself get distracted by **other technology or games** during the school day.
- Miss the lesson time. **You and your education are really important** and we want you to **keep learning and keep progressing**.
- Spend time completing classwork that you didn't finish in the allocated lesson time. Your teachers have been asked to set you a realistic amount. It is much better to **stick to your allocated lesson time** for all subjects and complete what you can. Outside the usual school day times, you should be completing homework/revision and building in rest and other activities.

Other information for parents and carers:

1. If a student is ill, please report the **absence and reason** via Edulink as usual in the morning.

Students will not be expected to catch up missed classwork/homework due to illness.

2. Please be aware that a lot of **teachers** are parents/carers too and those looking after dependents in the event of national or regional school closure may not always be able to complete the online communication at the exact time of the lesson, but will get back to students when they can. If a teacher is ill, their classes' remote learning will be covered by the Curriculum Leader. If the Curriculum Leader is also ill, we will try and communicate that there will not be work for a specific lesson. In such a situation, students should do their homework or do more of their reading (see point about PDT reading set by the English department).

3. Completion of class work will be checked but it will not be possible for teachers to mark it all in detail, unless tasks are being set that a teacher would usually give specific and more detailed **feedback** on, eg

an assessment/exam practice/tests.

4. Please do **check Edulink regularly** and support your children to participate in digital learning as effectively as possible.
5. We are exploring the possibility of students with **additional needs** being given further support digitally by Learning Assistants and Cover Supervisors.
6. If you have any issues with technology, please contact **IT support** itsupport@uckfield.college.
7. **Pastoral Leaders** will continue to support and follow up issues with students from home, as far as is possible. Please contact them via email in the event of a serious concern.

Y13 additional information (Please see all of the above but in addition):

- Please make sure that your son or daughter is following the **guidance** of their teachers and the specific instructions given for each lesson.
- Obviously they will follow their own **revision plans** during their supported study time and for homework, however the guidance that teachers can offer in terms of exam technique and structure is essential before the start of the public exam season. For this reason they must **follow the lesson structure provided** and make sure that all the in lesson **tasks are completed to a high standard**.
- Any updates from the **exam boards** will be communicated to students via the year group classroom group so please ask them to check this daily.

Let's not let this pandemic damage the future for our children. Their education is so important and through this remote learning, we can enable students to still learn and make good progress. Thank you for everything you are doing and will be doing as we go through this exceptional period of time.

Yours sincerely,

Hugh Hennebry
Principal