

Email from Matthew Bartlett, Head Master

Wednesday, 6th January 2021

Dear Parent/Carer,

As promised, I wanted to outline for you our plans for this second period of remote learning. There have been a few adaptations we have made to our contingency plan we shared with you earlier this term. Our intention during this second period of closure is to recreate (as far as is practicable) the school day for our pupils. We will follow a 'normal' timetable having break-times and lunch at the same time, with am and pm teaching sessions and times for pupils to work independently.

Our experience from the first period of lockdown taught us that flexibility is important for both pupils and teachers, and that live interaction is essential both academically and pastorally for bringing learning to life and for maintaining the connection between staff and pupils. We have listened to all feedback and as far as possible incorporated suggestions for developments into our plans which will begin on Monday 11th January when term begins.

Teaching and Learning

In designing our approach to learning, we are utilising both synchronous and asynchronous learning.

The **synchronous** part of a lesson is close to live teaching and allows us to have human contact with pupils. This form of delivery is important for maintaining learning and helping pupils feel they are 'at school'.

It will also allow us to:

- register attendance
- check on wellbeing
- check pupil understanding
- feedback

MS Teams has been identified as the best platform for our 'live' teaching.

The **asynchronous** part of a lesson may involve pre-recorded lessons, narrated PowerPoints or activities on Schoology that pupils have to work through. Although we would direct pupils to carry these out at certain points of the day, the main advantage is flexibility. Pupils can access the resources at a time of their choosing should there be other demands (e.g. sharing iPads or laptops with siblings)

The 'School Day'

Remote Learning TT	
9.00-9.30	CLASS PREP TIME
9.30-9.50	registration/ prayers/ PHSE check-in
9.50-10.30	TEACHING SESSION 1
10.30-10.50	BREAK
10.50-11.30	TEACHING SESSION 2
11.30-12.10	PUPILS' INDEPENDENT WORK

12.10-1.10	LUNCH
1.10-1.20	pm registration
1.20-2.00	TEACHING SESSION 3
2.00-2.40	PUPILS' INDEPENDENT WORK
2.40-3.20	TEACHING SESSION 4

As you can see from the table above, the virtual school day will have four teaching sessions and two sessions where pupils should be working independently on classwork. Lessons may stretch across teaching periods. Like the classroom, there may be times within the live teaching session when the teacher is face to face with pupils and there may be times when pupils are working in tandem on an activity. During a live teaching session on MS Teams, pupils may be muted at times to create a 'quiet' classroom but they will be able to use the 'hands-up' function to ask for help or clarification. Some of these teaching sessions may also be used to show prerecorded lessons.

Timings and expectations of pupils will be adapted by Staff to suit the age and abilities of their pupils.

A weekly schedule will be posted on class Schoology pages for the start of each week, outlining the learning for that week. Any changes to the timing of teaching sessions will be clearly communicated to you through Schoology or to older pupils at the live session on MS Teams.

You will also notice that staff will register pupils in the morning and again in the afternoon exactly as we do at school, only it will be done through a MS Teams meeting. If a pupil is 'absent' from the registration meeting, our administration staff will follow up with a phone call. Can you therefore please contact the school as you normally would to let us know that your child will not be attending.

Specialist Subjects

In order to maintain the breadth of education we offer, there will continue to be specialist teaching in Science/MFL/Art/Music and PE which will also happen during these teaching sessions and a timetable of specialist classes will be put on each class page on Schoology.

Depending on the age of pupils, these will be a mix of live and recorded lessons:

Primary 1-3

Specialist teachers (Art/Music/Science/MFL/PE) will provide **one** live **or** recorded lesson for each class P1-P3 weekly through MS Teams/Schoology

Primary 4-7

Each class from P4-7 should have **two** live lessons per week in Science and MFL or one live **and** one recorded and delivered through MS Teams/ Schoology/ private YouTube channel or similar.

Each class P4-7 should have **one** live or recorded Art and Music lesson per week through MS Teams/Schoology

Please be assured that our Staff are determined that all pupils continue to receive the excellent education that characterizes every part of the College and that we will adapt and modify as we go forward if we can improve on our provision.

Attached below is the guidance for online learning we shared earlier this term which we would ask you to share with your child.

The leadership team are based in school every day and phones are manned from 8.30am-4pm. Email contacts are also given below and you will of course receive a prompt response to any questions or matters arising. It is absolutely crucial that we continue to operate as our special community and we realise that this lockdown presents a real challenge to pupils, parents and staff. Therefore as ever we value communication and want to offer every possible support. You will of course be updated should anything change or develop over this period.

Kindest regards and prayers

Matthew Bartlett

Head Master



Matthew D. Bartlett HEAD MASTER

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GREAT THINGS HAPPEN IN THE GREEN BLAZER

Online Support – Guidance for Junior School Parents/Carers

Microsoft Teams has been chosen as our solution for live online support in the event of a lockdown because we can limit access to those within our community. The safety of all participants (staff and pupils) is of the utmost importance. Please read and follow the guidance below, sharing what is appropriate with your child:

1. Please participate from a public room in your house. i.e. not your bedroom but a shared space like a kitchen or study.
2. Think carefully about what is in the background of your image or audio. Test this out in advance and make sure there is nothing you wouldn't like your classmates and/or teacher to see. With your teacher's consent, you can turn your video feed off if you feel more comfortable that way. Headphones and microphones can help greatly with clarity and cutting out unwanted background noise.
3. Make sure you are appropriately dressed for live lessons – treat this as you would any school environment.
4. Be prepared for each session. Have any course materials on your desk at the start of the session.
5. To keep everyone safe, the College recommends that teaching staff record meetings which will then be stored in the MS Team feed.
6. You are not allowed to record or share any still images, audio or video clips from Teams, or allow others to record or share these. You must not upload screenshots, images, video or sound from your teachers/other pupils onto any social media platform.
7. If your teacher mutes your audio, they will have done so for a good reason. Please leave it muted until the teacher unmutes it. Sometimes meetings will be started like this so that the teacher can check that everyone is up and ready.
8. Please conduct yourself in the same way you would in a class setting. Be respectful of your teacher and classmates.



9. We respectfully ask that parents or carers do not participate in the meeting or ask to speak to the teacher. Please use the normal communication channels for this.
10. Please explain to your child that if at any point they feel unsafe during a live meeting then they must leave the meeting immediately and report their concerns to a parent or carer. If you feel something is inappropriate, please ask you child to withdraw and report it to our safeguarding lead:

Miss Sharp JS Depute: Pastoral Care ESharp@staloyisus.org

11. For any other concerns please contact any member of the JSLT:

JS Depute: Early Years KBrown@staloyisus.org

JS Depute: Learning and Teaching FMcHugh@staloyisus.org

JS Depute: Pastoral Care ESharp@staloyisus.org