

2 January 2021

Dear Parents and Carers,

RE: Remote Education January 2021

Further to my previous letter about the staggered return to school in January 2021, I am writing to confirm the details about the remote education that the majority of pupils will receive for the first week or two of the new term, beginning on Tuesday 5th January. This will be in place until all pupils have been tested and can return to face-to-face education in line with the national guidance from the Department for Education.

We will continue to use Microsoft Teams as the central package to deliver remote education as all our students are now familiar with this. This can be downloaded on a wide range of devices through the App Store, Google Play Store or via the internet at <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>.

On Tuesday 5 January, there will be a **30-minute tutor period** during the first lesson to allow pupils to check they can log into the system and use the chat or video function to make contact with their tutor. This will give pupils the chance to check they understand that they should follow their normal timetable and can log in and out of Teams. The Tutor will send out an invite on Monday for this first session. There will also be a streamed video message from myself to welcome pupils back during this session. Pupils should be ready to log onto this initial session at 8.35am on Tuesday 5 January.

The lesson programme will then begin with the students' timetabled lessons from **9.20am** as per normal. The pupils will receive invites to Teams lessons from their teachers who will be available online during the normal timetabled time.

Teachers will use a blend of recorded videos, voice over delivery and presentations, visualiser input, live chat, third party subject specific online platforms (e.g. Oak National Academy, Hegarty Maths and Tassomai) as well as live lessons in order to deliver the curriculum.

Teachers have been asked to plan work for 80 minute lessons rather than the normal 100 minutes. This will mean that pupils and staff can have time between lessons in order to prepare for the next session and to have regular break. It is important to be mindful of the amount of screen time that remote education inevitably brings and to build in small breaks throughout the day.

The tutor time will take place as normal each day but may be a little shorter in terms of duration with tutors personalising support as need emerges. This session will be a key way for pupils to keep in touch with their tutor and one another. Please do make sure that they log on as per their timetable.

Wey Valley Academy

Sian Thomas, BEd (Hons), CEO - AAT

Jon Webb, BA (Hons), Director of Secondary Education

Rob Russell, BEd (Hons), Principal

www.veyvalley-academy.co.uk

E office@veyvalley-academy.co.uk

T 01305 817000

Dorchester Road, Weymouth, Dorset. DT3 5AN

The Drop Everything and Read (DEAR) sessions will not take place at the moment as all pupils were due to begin reading new books this term and we will wait until they return before we start these new books. We would encourage ALL pupils to spend at least 30 minutes each day reading.

There will also be some occasions in some subjects where classes are combined and supported by a team of teachers with one lead facilitator and others supporting on live chat. Teachers will make it clear to their classes where this is the case and the links to the lessons will be sent in the same way.

I would be grateful for you spending a few moments reviewing the enclosed expectations with your child. It is important that our normal behaviour ethos of "Ready, Respect, Safe" is maintained whilst we are operating remotely. If necessary, we will ask pupils to leave lessons online if their conduct is not in line with this and disrupts the learning of others. We will, of course, work with you to resolve any issues that arise. Pupils must remember that remote education remains a formal setting!

Year 7 parents, and any parents of new pupils who have not already given consent for online learning, please can you give your consent for your child to take part in live lessons by completing the attached online form. This is done by going to

<https://forms.office.com/Pages/ResponsePage.aspx?id=CHIiGOEprE6Arbqd4Tc1JdbzQt6QVWJHgWcSE6HnEfBUQIILTk1BNEFWUDNUTU44TEIWNktNWDVZNS4u>

and completing a few basic details and ticking the "Live Lessons" consent box. The code of conduct is set out at the end of this letter.

I understand that some pupils will need support via physical resources and access to online material is not straightforward. We do have a small number of laptops that have been allocated to us by the Department for Education which will be distributed as soon as possible to identified pupils. My understanding is that there are some more being distributed but I do not have a delivery date for these yet. I am sorry that demand will outstrip available supply but I can only allocate what we are given.

If your child does need physical materials, please email parkesl@weyvalley-academy.co.uk As our Teaching and Learning lead Mrs Parkes (Assistant Vice Principal) will coordinate the Remote Education provision, she will work with your child's teachers to facilitate this.

Finally, thank you for understanding that this is yet another new situation in which we find ourselves. It is different to both previous lockdowns. There may well be occasional glitches as we work to deliver remote education at scale for the first time since July last Year!

Wey Valley Academy

Sian Thomas, BEd (Hons), CEO - AAT

Jon Webb, BA (Hons), Director of Secondary Education

Rob Russell, BEd (Hons), Principal

www.weyvalley-academy.co.uk

E office@weyvalley-academy.co.uk

T 01305 817000

Dorchester Road, Weymouth, Dorset. DT3 5AN

I am grateful for you raising any queries with staff in the following order if you need to:

- Your child's teacher or tutor
- Curriculum Area Leader for the relevant subject
- Head of Year
- Mrs Parkes, Assistant Vice Principal (Teaching & Learning Lead Remote Education Leader)
- The relevant member of the Senior Leadership Team and myself if necessary

Staff contact details can be found here

<http://weyvalley-academy.co.uk/school-information/staff-contact-information/>

As ever, we will respond as quickly as we can but this is new to all of us as well as you and your children – thank you for your ongoing support.

Yours faithfully



Rob Russell

PLEASE READ THE FOLLOWING WITH YOUR CHILDREN:

Remote Live Lesson Learning: Code of Conduct for Pupils

1. The purpose of live learning streams for lessons / tutorials / assemblies is to support pupils' learning, personal development or welfare
2. Although we are not in the same building, our normal academy rules apply: **Ready, Respect, Safe**. These must be followed at all times
3. Live learning streams may be recorded by the teacher to share the learning with other pupils and to safeguard everyone involved
4. Pupils are not permitted to record live learning streams under any circumstance

.../cont.

Wey Valley Academy

Sian Thomas, BEd (Hons), CEO - AAT

Jon Webb, BA (Hons), Director of Secondary Education

Rob Russell, BEd (Hons), Principal

www.weyvalley-academy.co.uk

E office@weyvalley-academy.co.uk

T 01305 817000

Dorchester Road, Weymouth, Dorset. DT3 5AN

5. Pupils should wear sensible clothing. Full uniform is not required but due consideration should be given to appropriate clothing (e.g. shoulders covered, no offensive logos)
6. Pupils should join the live stream in a shared space in the home and not in a bedroom if at all possible
7. Pupils should join the live learning stream 5 minutes before the published start time to check all of their settings are working correctly
8. Pupils must not join live stream lessons in public places outside of the family home
9. Teachers will admit pupils to the live learning stream one by one to check identification and welcome them personally
10. After joining the live learning stream, pupils' microphones and videos should be muted. Pupils should unmute their video feed briefly for identification purposes
11. If pupils wish to, they can join the stream by video fully by "enabling" their own video using the settings in MS Teams
12. If pupils do use a video live stream, the following must apply:
 - The pupil's full face must be visible
 - Head coverings (e.g. caps / hats) must not be worn (unless for religious purposes)
 - Pupils must clearly focus on the learning and not on other distractions
13. Pupils may wish to join live learning streams by audio only and leave their video feed muted once identified by staff
14. The teacher delivering the lesson will often be supported by another member of staff
15. If present, the supporting member of staff will act as a co-host to monitor online behaviour, provide pupils with chat feedback and assist with technical support
16. The Chat function is only to be used to engage with the lesson content it is not to be used to 'chat to friends during the lesson' it will be monitored by the teacher.
17. There must be no inappropriate language used in the chat function
18. There must be no inappropriate gestures or images used or posted on the screen
19. If pupils do not understand the lesson or have technical queries, they should type a question into the chat function and the teacher or co-host will unmute the microphone to facilitate questions being asked
20. Pupils should complete the tasks required following direction from the teacher
21. If pupils' online behaviour is not appropriate, they will be removed from the meeting and we will contact parents to discuss a possible sanction in response to the behaviour

Wey Valley Academy

Sian Thomas, BEd (Hons), CEO - AAT

Jon Webb, BA (Hons), Director of Secondary Education

Rob Russell, BEd (Hons), Principal

www.veyvalley-academy.co.uk

E office@weyvalley-academy.co.uk

T 01305 817000

Dorchester Road, Weymouth, Dorset. DT3 5AN