

Dear all Parents/Carers

Further to the letter from Mathew Williams (Head of School), that was emailed to you on Friday 8 January, I would like to update you on our comprehensive package for home learning.

The Government has stated that students must access and engage with their remote learning and that this is a compulsory aspect of their education. During this period of school closure, we are committed to ensuring all our students receive the very best education following their planned curriculum which will be delivered through live (Microsoft Teams audio and chat) lessons by their class teachers.

It is expected that students follow their timetable throughout the school day. At the start of every lesson (including Form Time), students are required to log in to their live lesson delivered by their class teacher on Microsoft Teams.

All students will be taught by their class teacher who will deliver an interactive live lesson providing audio guidance and feedback throughout the lesson where appropriate. Students are expected to complete classwork, homework and assessments in exercise books, booklets or proformas provided by their teachers. If students require new exercise books, paper or stationery, these are available during the school day to collect from our Visitor's Reception. At any point during the lesson, students will be able to seek advice and support from their teacher regarding their learning using the 'chat' function or using audio to ask the question.

During the lesson, the teacher may request the submission of work, so they can check for understanding, progress, address misconceptions etc. This request might be during, at the end of a lesson or a future deadline may be set. Teachers will request students send their work using either the 'chat' function or the 'Assignments' feature and both can be accessed at any time.

In the event of staff absence, students will be informed via Microsoft Teams. Unfortunately, this means there will be no live element to the lesson, but classwork will be set by another member of the department for students to complete. If your child is concerned about classwork set, completion of classwork or unsure of how to progress, they are also able to contact their Teachers, Form Tutors and Achievement Team via email for support. If students are unable to access their lessons during their timetabled lesson time, all work is set through the 'Assignments' and will be accessible following the lesson.

The following help guides are available on the school website:

- Getting started with Microsoft Teams
- How students should engage in lessons
- How students access and submit work

There is clear guidance on our website and access to all help guides, alternatively please use the link below.

<https://www.rastrick.calderdale.sch.uk/onlinelearningplatform/>

I would like to thank you for your continued support and I hope you and your families stay safe and healthy.

Rachel Bailey

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