

Thursday 7th January 2021

**Virtual lessons for students in years 7-10, 11<sup>th</sup> January – 12<sup>th</sup> February 2021 (excluding vulnerable & key worker children who will be in school and who will receive a letter about their provision separately)**

Dear parent/carer,

Further to the government's announcement on Monday evening, I am writing to confirm the remote learning plans for all year groups from Monday 11<sup>th</sup> January 2021 for the rest of this half term.

From Monday 11<sup>th</sup> we will be delivering virtual 'live' lessons as follows:

Years 10 & 11 – virtual 'live' lessons in all subjects. There will be no period 6 for year 11 this half term.

Years 7-9 – virtual 'live' lessons in all subjects except Art, Music, Drama, 3d Design & Hospitality & Catering - when students have these subjects timetabled, there will be work set on Google Classroom for them to complete and submit to their teacher during the timetabled hour.

**For your child to get the most of their virtual 'live' lessons we are putting together packs of essential resources (subject content booklets, reference sheets, e.g. the periodic table, exercise books, graph paper etc) that they will need, ready for collection on Friday (tomorrow). The collection point will be in the car park at the end of the Brunel corridor (on the left hand side by the minibus drop off zone) and packs will be delivered to you in your car so there will be minimal contact and there will be no need to enter the school building. The collection times tomorrow for each year group are below:**

08.00-09.30 – year 11  
09.30-11.00 – year 10  
11.00-12.30 – year 9  
12.30-14.00 – year 8  
14.00-15.30 – year 7

Attending virtual 'live' lessons means that your child will be able to access their timetabled lessons that they were due to have if they were in school. (There is no period 6 for year 11 this half term). The expectations in these lessons with regards attendance and engagement are the same as if students were in school; and the same rewards and sanctions will apply.

To reflect the fact that the majority of our students are learning remotely, we have made a few changes to the timings of the school day which will hopefully benefit students.

**The school day for students learning from home will therefore be as follows and students need to make sure they are signed into Google Classroom ready to access them. Please remember, next week is Week B.**

Lesson 01 – 09.00- 10.00  
Lesson 02 – 10.00-11.00  
Lesson 03 – 11.30-12.30  
Lesson 04 – 12.30-13.30  
Lesson 05 – 14.00-15.00

To access their virtual 'live' lessons, students will need access to a laptop or tablet with internet access and sound for the duration of the school. If your son/daughter does not have a device on

which they can access the online lessons, please contact [remote.learning@stlukescofe.school](mailto:remote.learning@stlukescofe.school) and we will contact you to resolve this.

To access their lessons, students need to sign into Google Classroom (**using their school email address**) where they will be able to click on an invite to a MS Teams meeting – this is the platform through which they can access their lesson. (Students will know how to do this as Mr Jaremi/Mr Matthews/Mr Hallam spent tutorial time and lessons in the Autumn term showing them.)

During this meeting, your child's teacher will deliver a lesson, meaning that your child will be able to see any resources shared, listen to the teacher's instructions and explanations and then complete any tasks set by the teacher. Students will be able to access any tasks set by their teachers via Google Classroom, and will be able to submit their work so the teacher can give them feedback. **Please could you double check that the microphone on the device your child will be using is turned on so that they are able to contribute to the lesson when their teacher asks them to.**

On the school website: <https://stlukescofe.school/remote-learning-january-2021/> are a number of helpsheets to help your child access their virtual lessons:

- FAQs for Remote Learning Jan 2021
- Google Classroom - App Guide Jan 2021
- How to support your child with their remote learning Jan 2021
- Remote Learning Guide for Students Jan 2021
- Remote Learning Student Poster & Expectations Jan 2021

When your child has core PE we would ask that they spend their timetabled core PE lesson time accessing one of the home workouts detailed in one of the three PE documents on the school website: <https://stlukescofe.school/remote-learning-january-2021/>

- PE Lessons – remote learning provision
- Spring term PE Theory Tasks
- PE Fitness Challenge Jan 2021

If your child's teacher is absent, then your child will either be invited by an MSTeam link to access another teacher's lesson; or work will be set on Google Classroom for them to complete.

There have been a few staffing changes since the Autumn term in Science, Maths & English which means that for some students they will have a different teacher and therefore a different timetable. Any student who is impacted by these changes will have been told (as will parents/carers) at the end of the Autumn term. It is therefore really important that students access their timetable via Microsoft Outlook to ensure they don't miss any lessons. We have produced a short guide (attached) to help students do this which is on the school website: <https://stlukescofe.school/remote-learning-january-2021/>

Should you have any problems accessing any of this provision, please contact [remote.learning@stlukescofe.school](mailto:remote.learning@stlukescofe.school).

As our home learning provision is online, please can you and your son/daughter take time to read our e-safety guidance that can be found on our website at: <https://stlukescofe.school/e-safety/>. This guidance supplements the e-safety tutorials that students had last term as it is really important to us that our students know how to keep themselves safe online. If you have any questions about e-safety please contact Mr Murray on [nick.murray@stlukescofe.school](mailto:nick.murray@stlukescofe.school).

Thank you for your support in this difficult time. If you have any questions or if there is anything else we can do to support you, please do get in touch.

Kind regards

A handwritten signature in black ink, appearing to be 'A Grashoff', with a stylized flourish at the end.

Mrs Amy Grashoff

Ted Wragg Trust Director of Education/Quality of Education lead at St Luke's