

8th January 2021

Dear Parent/Carer,

This is to give further information regarding your child's remote education.

Work is available each day on Microsoft Teams "Assignments" for your child's timetabled lessons, in line with the teaching they would receive in school. We ask for parents support in ensuring that students engage fully with their remote learning.

From Monday 11th January, the timetable for remote learning for students of all year groups will be:

Lesson 1: 9:00 - 10:00 (Lesson 6 for Year 11 will take place here)

Lesson 2: 10:15 - 11:15

Lesson 3: 11:15 - 12:15

Lesson 4: 12:45 - 1:45

Lesson 5: 1:45 - 2:45

In addition, students will have live lessons on Microsoft Teams for one out of every three lessons they have in each of their subjects. Therefore, the number of live lessons students have will vary each day. It is essential that your child checks their school emails and looks on their Teams calendars every day for notification of live lessons.

Our aim is that from next Friday, all live lessons for the following week will be pre-booked on Teams and show on your child's Teams calendar to give students and parents more notice.

As a reminder, if your child does not have a device that allows them to access work on Teams, please call the Limehurst Office and we can supply paper copies of work.

Please ensure that you and your child have read the following information regarding taking part in live, Teams lessons:

- Any live Teams lessons will start at normal lesson time and will usually last for 40 minutes.
- Students are expected to maintain classroom standard behaviour, conduct and attitude to work during their Teams lessons.
- All students need to mute their microphone.
- Students should turn their camera off when directed to do so by the teacher.

- Students should always use the 'blur' function or ensure that they have a blank wall as a background.
- Students must always be appropriately dressed as though it were a non-school uniform day, when participating in a 'live' session.
- Students should only "unmute" microphones if the teacher invites answers during a session and directs them to do so.
- Students should only make "chat" posts when invited to do so under the instruction of the teacher and posts should always be appropriate for a classroom.
- The teacher will always end the session. Students will be expected to leave the session immediately.

Safeguarding:

- All lessons will be recorded and available on Teams after the lesson has finished.
- Students must never make a recording, take screen shots or take pictures of a session.
- Students should attend the lessons in a public area in the home e.g. kitchen or living room.
- All materials used by teachers meet the same Safeguarding standards as in school lessons.
- Students are expected to follow the school ICT policy and guidelines as they would in school.
- Parents should ensure appropriate filters and monitoring systems are in place on devices used at home in order to protect children from potentially harmful or inappropriate sites whilst working online.
- If your child has any concerns before, during or after the session, they should ask you for help. Ring the main school office to speak to a member of staff about your concerns.
- The reporting of any safeguarding concerns is the same as in Limehurst's Keeping Children Safe Policy and the Covid-19 addendum. To report any safeguarding concerns, ring school and ask to speak to a Designated Safeguarding Lead. Outside of opening times you should send an email to safeguarding@limehurst.org.uk.

For information on accessing Microsoft Teams and also live Teams lessons from home, please click on this link: [\(4\) Student and Parent Guide to Microsoft Teams - YouTube](#)

Yours faithfully

Claire Corker
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