



NEGLECT NOT THE GIFT THAT IS IN THEE

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Dear Parents and Carers

We do hope that you and your family are well.

Subject Learning in the Summer Term for Years 7–10 - Starting Monday 20 April

We would like to outline the plan for learning in the Summer Term. Both students and staff are often sharing limited IT resources between several members of the household and so we have decided that there will be no live subject teaching for any year group.

We will be starting remote learning on Monday for Year 7-10 and so hopefully your daughter has prepared by checking her login details for Office365, and for students in Year 9 and 10 that they have checked they can access GCSEPod. If your daughter is planning to use a phone as the main access to work, she should also have downloaded the Teams app. If your daughter is experiencing any difficulties logging onto the Office365 app or GCSEPod, she should e-mail her SPL for assistance: they are able to re-issue login details if these have been forgotten!

How is Microsoft Teams organised?

In Teams there are various sections to the app. Students will particularly be using a chat section called "posts" and a section called "assignments". The teacher will write messages to the class in the 'chat' and this is a forum where students can ask any questions they have about the work. This forum should only be used to discuss questions related to the assignment being set. Students will see the details of the weekly work set out in "Assignments". This will include instructions for any work, and any quizzes the teacher is using to check understanding. The assignments feature allows teachers to see very clearly if a student has firstly looked at the work and then if they have submitted their work and so helps us to see that students are engaging properly and not getting behind.

What to expect:

- We have asked teachers to plan work to be **accessible by smart phone** as we are aware that many students are having to share access to technology within the home.
- Each subject that your daughter studies will set **one piece of work for each subject each week on a Monday morning (before 10 am) and the deadline for this work will be on Friday (3:30 pm)**. This allows families flexibility as to when work is completed so that you can support your daughter and she can plan her work time each day alongside other activities to support her wellbeing.
- This does mean that students will need to show real independence and manage their time carefully, **aiming to complete work for 2-3 subjects each day** (they will have 10- 12 subjects that they study each week).
- Students can **work in exercise books** (or on paper if their books are completed or unavailable) and where they need to **submit work to a teacher can take a photo and upload** this into the "assignments" section of Microsoft Teams. All work should be well presented and should be kept for teachers to check when students return to school.





- Teachers may also post a quiz to check learning that will be posted in Assignments. Students should also keep notes/ mind maps/ annotations that they make for all work set.
- Teachers will also give more formative feedback every three weeks or so.
- We suggest that your child uses their school planner to help them organise the work: she should **write a list of subjects and briefly the work to complete on Monday that can be ticked off** through the week.
- **Teachers will be checking the submission of work each week** and will e-mail students who have not submitted work. Heads of Faculty will be alerting parents to concerns that they have if work has not been submitted and SPLs will be contacting families if we are worried about any students across subjects.
- We anticipate that your daughter will structure the week to include about three hours of learning a day set by her teachers. Additionally, we would recommend **an hour of physical activity** and **an hour of reading**. Students in Year 7 and Year 8 can access Accelerated Reader and continue to quiz on the books they have read.

Year Teams

We are encouraging students to visit the SPL Team which is a year group "chat" led by the SPL and tutors each week. Please ask you your daughter to check her e-mails as SPLs will be contacting the year group with information regarding this and the tutor group contact as well. This will be an important part of keeping social connectedness and ensuring our students wellbeing.

We will continue to update you with our plans as we roll in strategies to support your daughter. Please ask your daughter to check her school e-mail regularly when she starts her work each day.

Kind regards

Ms Snowsill and Ms Kennedy

**Deputy Headteachers -Key Stage 3 and Key Stage 4
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