

16th June 2020

Dear Parents and Carers,

As we start our second week of live lessons, we wanted to write to you to thank you for your support in the smooth transition of learning to remote learning. I am sure you will agree, it has been lovely to see so many students engaging with their teachers and fellow classmates in meaningful discussions, both via the chat function, and by taking their mic on and off when requested.

As we adapt and become more familiar with the opportunities that open up to us as a remote learning community, we wanted to share some tips and good practices that we have put in place that we hope you find useful to work together with your child to support them.

Assignments

For each lesson, teachers will set an 'assignment' this will typically be an editable word document or Microsoft Form (quiz), that can be completed in real time during the lesson. It is recommended that, for your child to access this, you download Microsoft Word on to any relevant device. The assignments are an essential part of the lesson, teachers will give in the moment feedback, either directly onto the assignment, or verbally in the lesson.

Participation

We would like to see every student at JQA actively engaged with remote lessons. Your child's teacher will be encouraging engagement by asking them direct questions throughout the lesson. It is vital therefore, that your child is present during the entirety of the lesson, as they could be asked to contribute at any time. It would be fantastic if you could consolidate learning by asking your child what topic they covered in the lesson, what they learnt and any questions they answered.

Conduct

As always, we have the highest expectations for students in terms of their engagement and conduct. Our policy is simple, we expect staff and students to be **Ready, Respectful and Safe**. We appreciate your support in ensuring students meet the following expectations:

- Attend all VTT and timetabled lessons
- Be punctual for all VTT and timetabled lessons
- Have appropriate equipment (pens and writing paper) as well as anything additional stated by your teacher
- Ensure conduct is in line with JQA's behaviour policy, the ICT acceptable use policy and all teacher's instructions are followed
- Students fully engage in the learning, endeavour to answer questions and complete any work – returning to meet any deadlines set

Cover Lessons

In the event that your son / daughter's teacher becomes ill, or is unable to deliver the live lesson for any reason, a notice will be posted in the class teams telling the class that there is no live lesson for that day. While there will be no live lesson, work will be set by either the class teacher or the

curriculum lead for that subject. The work will be found in the 'assignments' section of the class teams page, and the expectation is that students complete the work independently using the resources signposted in the assignment.

If you have any concerns or questions with your child's online learning, please contact us in the following ways:

- 1) Ring the school reception on 0121 729 7220, opening hours 8.00 a.m. until 4.00 p.m., Monday – Friday.in term time.
- 2) Email the relevant Head of Year or Pastoral Assistant, all email addresses are on the JQA app, downloadable from app stores – just search Piota schools.
- 3) If your issue is a password re-set, complete the forms on the Piota schools app in the Forms section

We will alert you via an automated message if your child is marked absent for any live lesson and we will also alert you on a Friday with a message to congratulate you and your child for 100% attendance in all live lessons and virtual tutor times.

Our Attendance and Office Manager, Ms Z Sparg will be in touch with families to support them to access live lessons.

Yours sincerely,



Mr J Barton
Deputy Headteacher