



WILLIAM FARR

C of E Comprehensive School

Our Ref: JMK/SXG

4 January 2021

Dear Parent/Guardian

Remote Education and Year 10/11 January 2021 Examinations

Where the school is closed to year groups due to Covid-19, it will move to online learning, which will include a mixture of online lessons via Teams, online materials and tasks set via the VLE. Students should follow their normal timetable and should expect one online contact for every two lessons per subject, providing we have sufficient staff available to deliver this. This online contact will be via Teams and will typically be for 20 minutes, enabling staff to introduce ideas and explain the work that needs to be done. These sessions will be recorded for students who are not able to access them live. Students will be informed of the online lesson in each subject via a VLE task.

For online lessons, students will be able to 'join' a lesson via a link placed in a VLE task or their Teams calendar by their teacher. When students join the online lesson, they should have their camera and microphone turned off. This should ensure that students at home are not visible to the teacher, nor can they see the other students taking part. They will be able to see and/or hear the teacher. They can enter any questions or answers into the chat feature or use the 'hands up' feature to indicate they have a response and can be invited by the teacher to unmute to contribute to the session. The teacher can respond to their questions either verbally or by the chat feature. The lesson may be being streamed from William Farr, and other students may be present in the lesson with the teacher. Students who are physically in the classroom will not be on camera. This type of virtual lesson will also be recorded with a copy of the recording being saved to Microsoft Stream, however we strongly encourage students to attend the live lessons where they are able to do so. In some cases, staff may prepare a pre-recorded lesson in place of a live session and upload it to Microsoft Stream. A link for this and any accompanying material will be provided via a VLE task.

Students should aim to access the online sessions so that they have the opportunity to ask questions and talk to their teachers. They can also contact their teacher via the comments section of the VLE task for further help. Work should be completed as detailed in the tasks and, where requested, submitted via the VLE. Students will receive feedback within the normal time frame via the VLE or on their return to school.

It is important that, whilst students are not in school, they have full access to the curriculum, teaching and they are engaged in their learning. We know that parents and carers play a significant role in supporting their child's progress at home and in creating an environment at home conducive to learning. Where students are having to learn remotely, we ask parents to support that learning by ensuring that they attend the online lessons wherever possible and complete the tasks set, submitting the work as requested.

If your child has difficulty accessing a computer at home, please let the school know as soon as possible via the email address wfarr@williamfarr.lincs.sch.uk. The Government has provided schools with a small number of devices to lend to students who are most in need.

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We recognise that some students, for example those with special educational needs and disabilities (SEND), may need active support from adults at home with regards to setting healthy routines, managing time and tasks, following the school timetable (including starting and finishing times as near to the normal school day as possible), accessing lessons and having access to a quiet work space with no distractions. Students with Educational, Health Care Plans are able to attend school, but where this is not appropriate they will have weekly contact with a member of SEND staff.

Attached to this letter is a copy of our Remote Learning Parent and Student Guidance, which includes guidance on how to access the VLE and Teams meetings from home, and some guidelines for meetings themselves. We would be grateful if you could read this and explain it to your child.

Students will only ever be asked to join virtual events through a VLE task, their school email or Teams – no other system will be used and staff will always use their normal school log-ins. I would respectfully remind parents that the school does not permit any recording or the taking of photographs of virtual lessons under safeguarding requirements. In the event that you have concerns about your child's welfare, please contact their Head of Year.

Examinations scheduled for January are currently going ahead in school and this will involve a small number of students in Year 10 and Year 11. The Year 10 Creative iMedia examination (Pre-Production Skills) will be held on the afternoon of Monday 11 January, starting at 1pm. The Year 11 Business and Enterprise examination (Enterprise and Marketing Concepts) will be held on the morning of Wednesday 13 January, starting at 9am.

If you have any concerns regarding the remote education provision for your child, please contact the school on wfarr@williamfarr.lincs.sch.uk.

Thank you for your continued support.

Yours faithfully

Jonathan Knowler
Headteacher