

27th January 2021

Ref: DMC/LK

Dear Year 10 and 11 Students,

I hope you are all well and holding up OK at home. Please let us know if you are not as there is always a way in which we can help. Your Form Tutor is often the best person to contact in the first instance but if you are worried about someone's safety or welfare, you should contact Mr Crocker (Designated Safeguarding Lead) immediately at rcrocker@educ.somerset.gov.uk

We know that learning at home is really difficult and we cannot wait to welcome you all back to school when the time is right.

The purpose of our letter is to inform you of the expectations of all students when you attend 'live' lessons on Google Classroom from Monday 1st February. You will have one 'live' lesson per week in English, Maths and Science and one per fortnight in all other subjects.

Your 'live' lessons will give you the chance to interact with your teacher so that they can check your understanding and answer any questions you have on the work you have completed or are to complete. They will also re-teach key material and address any misunderstandings you might have. These lessons, like all others, will be provided via Google Classrooms, which can be accessed via RM Unify. This should be accessed through the Academy website and you will need to use the same login details you use for school computers. The 'live' lessons themselves will be provided via Google Meets and a link to this will be shared with you in your usual Google Classroom.

With regards to contacting teachers to discuss the work set, you should use your gapps email account or the messaging function on Google Classroom.

In the event of a technical issue accessing Google Classrooms, you should email the IT helpdesk via HICTSupport@educ.somerset.gov.uk to ask for support e.g. login details and you should email your teacher via your gapps account to notify them of the technical issue.

If you are unable to access the IT equipment (laptop, router, data, connection issues) needed to complete online learning, you should notify your tutor via your gapps email account.

Although we know and expect that you will all engage sensibly with this method of lesson delivery, it is very important for us to be clear about our expectations of you with regards to interactive lessons:

- Any student behaving inappropriately will be immediately removed from the lesson.

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DSBM



- You should mute your microphone until you are asked to respond/answer questions. It's important that you unmute when your teacher asks you a question.
- You will not be required to have your camera on, you should however still make sure that you are prepared for a lesson in the usual way. You should be 'up and dressed' and working at a desk/table.
- Some teachers may ask students at the start and/or end of lessons to turn their cameras on. This is just to check that you are ok. You should only turn your camera on if you are comfortable in doing so. You should only turn your camera on if you are in an appropriate place in your house (for example, not your bedroom).
- Make sure that you have something to write/type on. If you're using a tablet or phone to access Google Meet then you'll need a piece of paper to write on. If you're able to use a laptop for Google Meet, you'll be able to type into a document in another window.
- Our usual behaviour expectations apply. You should still: Ensure disruption free learning for yourself and others; follow reasonable requests first time; treat others with respect. This includes giving your teacher your full effort, phones should be away from your working area or notifications turned off if you're using your phone to access the Meet.
- The lesson will be recorded. This is so you can access it for revision/consolidation purposes and so that any behavioural concerns can be addressed robustly.

We are looking forward to hearing about your fantastic work during these lessons!

Yours faithfully



Mr MacCormick
Headteacher



Mr Crocker
Deputy Headteacher