

Dear Parent/Carer

We would like to thank you for your ongoing support in our collective efforts to provide the best education for the children in our care.

As previously communicated, we have amended our offer so that students can begin to access lessons online.

Live lessons

Students in Year 10 and Year 11 will begin to access their live lessons from **Monday 18th January**. Students will follow their normal timetabled lessons, for example if they usually have English period one on a Monday they will access English period one (from 9.00am) on a Monday.

Students in Year 7, Year 8 and Year 9 will begin to access their live lessons from **Monday 25th January**. More information will follow separately for students in key stage 3.

If your child is accessing their education on-site for whatever reason, our expectation is that they will access the same lessons in the same way as the rest of their year group. This is to ensure that we leave no child behind.

From the dates above, students can expect to receive five emails a day, from the members of staff who are due to teach them that day. Each email will include a link to the Microsoft Live Event, any resources or materials required to complete the lesson, and any further instructions as necessary. In the event of staff absence, we will make alternative arrangements.

Attendance monitoring at Live lessons

At the appropriate time students will be required to click the link contained within the email. This will take them to the Microsoft Live Event, where teachers will be presenting materials and guiding the young people through their learning. All students will be expected to attend these Live Events, to pay attention to the teacher's explanations and to complete any independent work as instructed. Students who do not attend will be marked absent and follow up calls will be made by the class teacher and/or pastoral support teams. This could in the first instance lead to you receiving a number of calls each day so please do ensure that your child attends each lesson.

Timings of Live lessons:

To simplify the process, all lessons will begin on the hour:

Period 1 – 9am
Period 2 – 10am
Period 3 – 11am
Lunch – 12.00pm
LIFE – 12.30pm
Period 4 – 1pm
Period 5 – 2pm

We are conscious of the need to protect young people's mental health and well-being, and to minimise their screen-time as far as possible. Balancing this against the need to provide the very best education we can, it is not our expectation that each online lesson lasts the full sixty minutes. They will begin promptly on the hour, and following teacher explanation and demonstration it is likely that students will then be required to complete some independent extended work. Teaching staff will still be available to respond to any questions and to provide support, but there is an expectation that students will take responsibility for completing the work.

As far as possible, we intend to ensure that the students receive instant feedback on their learning. In addition, there will be regular and frequent opportunities for them to submit their independent extended work to their teachers for it to be assessed and for appropriate feedback to be provided. The exact format of the work, and the ways in which it is to be submitted, will vary from subject-to-subject. This will be clearly communicated by teaching staff during the online lessons.

LIFE lessons/form tutor welfare calls

The LIFE sessions will be an opportunity for students to work more independently, on either a LIFE project, reading programme or well being activity across the week. Their form tutor will invite them to a Live lesson event to introduce any independent learning which they can then follow up during the rest of the week. Also during this time form tutors will make contact with students/parents/carers throughout the week to undertake welfare calls and to check in on attendance and engagement. This will be via a telephone call to your telephone number where they will talk to you as parent/carer and your child as appropriate.

Communication of new provision

Key stage 4 students have already received year group assemblies held online in which we have outlined to them the purpose of this change, the process and our Code of Conduct so there is a clear and shared understanding of our behaviour expectations.

Find attached our parent/carer version of this Code of Conduct. Be sure to read it – and if you have any concerns or reservations, please do contact the school.

You can be fully confident that we have taken every appropriate step to ensure the safety of all students and staff throughout this process.

Email addresses

Email will be a hugely important means of communication moving forwards. Please can you ensure that your child knows how to access their Chaucer email account. Where there are issues here, you must get in touch with school as soon as possible so that we can assist. In the first instance please email ittech@chaucer.sheffield.sch.uk

Teachers will be in regular email contact with the students once we begin these live lessons, but should they need to contact a specific member of staff for whatever reason, the email format for staff is always:

initial+surname@chaucer.sheffield.sch.uk

So, for example: ghammonds@chaucer.sheffield.sch.uk or jdimler@chaucer.sheffield.sch.uk – students are encouraged to make contact with school staff wherever they feel they need additional support, but we request that contact is kept to within ordinary school hours.

If you have any remaining issues surrounding the technology or internet connection needed to access the online learning, do not hesitate in contacting the school to make this known, so that we can support. Where possible, we can provide devices and internet access – where this is not possible, we can look to invite students into school to make use of our IT facilities.

Thank you again for your ongoing support. It is much very much appreciated.

Yours faithfully



Scott Burnside
Headteacher

Chaucer School – Online Learning Code of Conduct Agreement

Students are to take responsibility for their own behaviour. They must view the Live Lessons as an opportunity to ensure their learning and progress continue with minimal interruption. Inappropriate behaviour of any kind will not be tolerated, and access to the Live Lessons can be withdrawn at any time. As well as the removal of access, other standard behaviour consequences will be put in place as appropriate.

- All students must behave in a respectful, considerate and kind manner when they are in Live Lessons. As in school, all students should follow all instructions from members of staff at the first time of asking.
- If a child demonstrates behaviour that a member of staff deems to be unacceptable or inappropriate the member of staff will follow the school behaviour systems, with warnings being given, parents contacted where necessary and incidents reported via the normal channels.
- Students are expected to participate actively in Live Lessons and complete tasks to the best of their ability. Teachers will provide encouragement and we expect students to try their very best.
- Students will only access their Live Lessons using their school email address. Other email addresses will not be accepted.
- Usual safeguarding protocols will be followed if teachers notice anything which concerns them during this period of school closure. Our commitment to keeping students safe is as strong as ever.
- Parent should support the school by ensuring their children are ready for live learning. We are expecting attendance of all students to all lessons. All students will receive daily emails containing invitations to the Live Lessons, by 08:30am. Where students predict difficulty attending, we request that contact with the main office is made. Any missed work is to be completed as soon as possible.
- All students must be punctual to lessons. It is the responsibility of the student, parents and carers to ensure that a suitable device to access lessons is charged, has a good internet connection and is in good working order. Where this is a challenge, school must be informed as soon as possible so that we can provide support and assistance.
- Students must work in an appropriate location. Ideally, students will work in a calm, living space where they are free of interruptions and distractions. Where this is a challenge, school must be informed as soon as possible so that we can provide support and assistance.
- Recordings of Live Lessons by the school are for the sole use of helping students to learn. Parents and students should not record or share live lessons.
- Students will not attempt to contact teachers outside the school permitted channels.