

15th January 2021

Dear Parents/Carers and Students

Ref: Online learning - live lessons

Firstly, I would like to say a huge thank you for the support and hard work you have shown towards online learning over the last 2 weeks. I am writing to update you on a few tweaks we are making to online learning to ensure that every student continues to make progress in their academic studies.

Recent feedback from students has told us that you feel that using Google classroom is helpful in supporting you to complete your school work and the online resources have aided you to do this. The feedback also highlighted that students sometimes get stuck and are not sure what to do next and are also unsure about the amount of work which is required.

We now want to strengthen our support for all our students and will be adding a 'live lesson' element to the first 15 minutes of each lesson. This 'live lesson' element will give both teachers and students an opportunity to unpick any misconceptions around the work and curriculum content and ensure all students are 100% clear on what they expected to complete during the lesson time.

The 'live lesson' element will start on Monday 18th January. Students will find the Google Meet code for the 'live lesson' in their Google Classroom streams. The expectation is that all students will join the Google Meet at the beginning of the lesson and follow the 'Code of Conduct' for online lessons which is attached to this letter (below).

The updated daily expectations are as follows:

- Wake up bright and early and follow your normal school day routine
- Go to www.classroom.google.com and sign in using your school-based Google account
- Take the Online Morning Register before **8.35am**
- Look at your timetable for the day and enter the Google classroom for each subject at the time indicated on your timetable
- Click on the Google Meet code - you will be greeted by your teacher and the lesson will begin.
- Complete the work that has been set by teachers
- Submit the work using the 'turn in' button at the end of each lesson

The times for each lesson are:

Lesson 1 - 8:40-9:55

Lesson 2 - 10:00-11:15

Lunch - 11:15-12:15

Lesson 3 - 12:15-13:30

Lesson 4 - 13:35-14:50

Lesson 5 - 14:-15:50 (Year 11 only)

Monday 18th January will begin with an assembly led by Mr Sargeant. Go to your year group Google Classroom, complete the register and then watch the Assembly video. Your first lesson will start at 8:50am.

Further details about all the information contained in this letter can be found on our school website.

<https://www.asap.org.uk/covid-information/>

If you have any concerns or are unclear about any information contained in this letter please do not hesitate to contact your child[ren]'s Head of Year.

Yours sincerely,

Paul Greenway

**Assistant Headteacher
All Saints Academy, Plymouth**

Code of Conduct for Online Lessons

When taking part in an online lesson I agree to:

Before and after the lesson

- keep my login details and password safe and never share them with anyone else

During the lesson, at all times

- conduct myself appropriately and follow my teacher's instructions, in the same way I would in a real classroom
- be polite and show respect to my teacher and fellow students and never do, or help someone else to do, anything which could make them feel uncomfortable, threatened or unsafe, or disrupt the lesson in any way
- to the meeting being recorded, for everyone's safety
- leave my camera switched on and facing me so that my teacher can communicate with me
- mute or unmute my microphone if asked to so that I can communicate with my teacher
- never share my screen unless directed to by the teacher
- never display an inappropriate or offensive profile picture
- dress appropriately for the meeting. I won't wear pyjamas, anything revealing or anything with an offensive image or slogan.
- report any inappropriate behavior I see or hear to a member of staff
- work hard and be kind

At the start of the lesson

- have my camera switched on and respond clearly to the register so my teacher knows I am in the lesson
- mute my microphone once I've responded to the register

At the end of the lesson

- leave the lesson immediately when asked to by my teacher