

Our ref: ljm/JIW/Correspondence

Dear Parent/Carer

Re: Remote Learning

During your child's self-isolation for the next 2 weeks they will be able to access their lesson through Microsoft Teams following their normal timetable. This letter will outline to parents/carers how they can support their child with accessing these live on-line lessons.

COVID-19 – Delivery of Remote Learning Policy

To reassure parents/carers, I have attached the TCOLC Remote Learning Policy to this letter which not only highlights both the expectations for staff and students, but also gives some useful guidance on using Microsoft Teams and who to contact in the school should you face any difficulties or have any concerns.

What are the aims of live on-line lessons?

We believe our students should receive high quality teaching and learning should a class, group or small number of pupils need to self-isolate, or should there be a local lockdown that requires students to remain at home. At TCOLC we are committed to providing a remote learning strategy that is both challenging and engaging and facilitates excellent student progress.

- Ensure all students in all year groups have access to high-quality online and offline resources that are linked to the school's curriculum expectations
- Give all students access to high quality remote education resources
- Use online platforms and tools that are consistently used by all and facilitate interaction, assessment and feedback
- Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and therefore work with families to deliver a broad and ambitious curriculum
- Set meaningful and ambitious work each day in a number of different subjects
- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practiced in each subject.
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos.
- Have a sound understanding of how well student are progressing through using questions and other suitable tasks.
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

Your child was supported, as part of their induction back to school, to download Microsoft Teams onto their school device and should be competent in using this video conferencing platform to access their live on-lessons.

How will my child access their lessons remotely?

Your child was supported, as part of their induction back to school, to download Microsoft Teams onto their school device and should be competent in using this video conferencing platform to access their live on-lessons.

Your child will need to log into Microsoft Teams in time for their first lesson of the day. They are expected to attend on-line lessons in line with their personal timetable, with the exception of practical PE lessons.

Once in Microsoft Teams, your child will be able to join the specific class for that subject and attend the lesson that the teacher is transmitting/teaching to the Year 10 students who are physically able to attend school at this present time.

What will my child need for the lesson?

- A quiet space to work
- Appropriate stationary and equipment, e.g. pen, pencil, ruler, highlighter;
- Exercise book/paper
- Water

What if my child can't access the internet/ doesn't have a device and/or can't attend the lesson when it is transmitted?

First of all, don't worry! All of our lessons are recorded and stored for up to 20 days! So, your child has plenty of time to go back into their class Team and attend the lesson and/or go back over studied content. Secondly, if your child is struggling to access the Teams because you don't have an appropriate device, then we can help with the loaning of equipment, please contact your child's Head of Year for help and advice.

What are the expectations for my Child when attending live on-line lessons?

Please refer to the COVID-19 Policy Addendum – Remote Learning Delivery for full details of the expectations around student conduct as these are fairly extensive.

In short, students must:

- Ensure that their cameras are turned off for the duration of the lesson.
- Ensure their microphones are turned off at the beginning of the lesson and only turn it on if invited to do so by the teacher.
- Only use the chat function if given express permission to do so by the teacher and if using the chat function use polite, appropriate and respectful language.
- Complete work to a good standard and to your teacher's expectation.
- Follow the TCOLC behaviour policy, including the college's TCOLC 10.

Your child's teachers have received training and are well prepared to support your child who is learning remotely. At the heart of our strategy is that no child should miss out on learning because of self-isolation and/or school closure.

Please do not hesitate to contact your child's Head of Year and/or child's teachers should you require any further support with live on-line lessons. I thank you for your ongoing support of the college.

Yours sincerely



Jill Walton
Deputy Headteacher