



Friday, 8th January 2021

Dear Parent/Carer,

Thank you for your support of the initial online remote learning provision for Year 7. From Monday 11th December we are increasing the provision for Year 7 to include a number of live lessons. Year 7 students will have 14 hours which incorporate live teaching and 9 hours of independent learning which is set to complement the live input. It is important that students therefore engage with all aspects of the remote learning provided and establish a good routine each day. All lessons will follow the usual timetable which students have in the back of their planner. Lessons have been reduced to 50 mins to allow for breaks throughout the day and to enable time to transition between them.

Please see guidance below on how to access student emails, live lessons and independent lessons:

Accessing remote learning:

All live teaching and independent learning resources will be available through Microsoft Teams. To access these, students must first log into Office 365 and click on the Microsoft Teams icon, or to their Microsoft Teams App which is available on all devices to download for free.

1) Live lessons

- To access live lessons, open your calendar and click '**Join**' on the relevant lesson at the correct time following your existing timetable (in the back of your planner). If you are unsure the first time you do this, then use the guidance provided on the website ([here](#)) which has step by step instructions with images to support you.
- Lessons begin at the usual times but last **50 minutes** to allow for a break between lessons. Please get ready to join 5 minutes before the lesson to ensure a smooth and prompt start.
- Your teacher will take a register and if you are not present we will contact home.

2) Independent learning

- To access independent learning lessons you will need to click on your class channel for the appropriate subject (remember to follow your usual timetable in the back of your planner). You will only need to do this when there is no invite for a live lesson in your calendar.
- Please remember, you are **NO LONGER** using the Year 7 Remote Learning channel that was established to support self-isolating students before the national lockdown.
- Click on 'files' on the top tool bar then 'class materials'.
- Finally, click on the folder with the relevant week and date to find your lesson (eg: WK16 11.01.21)

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3) Form time

- Assemblies will be provided twice a week and details for how to access these will be sent out shortly. This will give us a chance to stay in communication with you regularly and provide an important opportunity for our usual reflection and collective worship.
- When assemblies are not taking place then you should spend the time each morning reading. You have received guidance for accessing the Sora App / Reading Cloud but you may wish to continue with something that you are reading at home.

Accessing student emails

Whilst working remotely, student e-mails are important way for them to communicate with school. To access emails students must log into office 365 then click the 'Outlook' icon, or to their Outlook App which is available to download for free on all devices.

- They put in their school username and password and this will take them to their emails
- Students should check their emails during registration time (8:45 – 9:10am) before lessons begin
- Students will receive notifications to their e-mail for all of the live lessons their teachers invite them to. You do not need to do anything with these invites but you may wish to click 'accept' to allow your teachers to see that you have acknowledged them. You can still access all live lessons without having to accept the invitations so please don't worry if this is the case.
- Students may occasionally be asked to email their teachers some of their work. If the work is in their book or on paper for example then the easiest way to do this is to take a photo of the work then send that photo via email to the appropriate member of staff.

All students will receive an e-mail from their tutor inviting them to get in touch if they have any questions or concerns at any time. Tutors will also be in touch over the coming weeks to check in and make sure things are working as well as possible and to see how tutees are coping.

In addition to the structured remote curriculum there will be opportunities provided for tailored physical activity to promote health and wellbeing as well as a suite of additional technical, academic and personal support/guidance through our **SMC Study** area on SharePoint. Students will also find opportunities to stay active in our SMC community through lockdown so please encourage them to visit and explore. This can be accessed through Office 365 selecting the 'SharePoint' icon.

A reminder that if there are any barriers to accessing the remote provision, including access to an appropriate device or internet data then please get in touch and we will do all we can to overcome them with you.

We have every confidence in our fabulous year group to embrace the opportunities available through this remote learning provision. They have already shown incredible commitment and dedication to learning remotely and we are extremely proud of the work they have produced. We look forward to this continuing as live lessons commence.

Yours sincerely

JDale

The Year 7 Team