

Our Ref: LB/GMc

29 January 2020

Dear Parents/Carers,

We hope that this letter finds you and your families safe and well. We would like to thank you for your messages of support and for helping us to educate your children during these challenging circumstances. We have been very impressed by the maturity and resilience of our young people at this time and we thank them for the commitment they are showing to their studies as they learn remotely. As always, we are here to help and support your children so if they are struggling with any aspect of their work or if you have any concerns, please contact us by:

- Telephoning school
- Using the email address of a specific subject teacher or pastoral tutor
- Sending a MyEd message.
- Sending an email to [staff@stjohnsrc.org.uk](mailto:staff@stjohnsrc.org.uk)

### **School Day**

We have listened to and acted upon some recent student voice, and we have adjusted our school day so that it is more manageable for students working at home, especially for those households where there may be several family members trying to work remotely. As of **Monday, 1 February 2021**, the school day will be as follows:

Period 1:	9.15 - 10.15am
Period 2:	10.15 - 11.15am
Break:	11.15 - 11.30am
Period 3:	11.30 - 12.30pm (but online delivery will stop at 12.15pm and any independent learning can happen anytime between 12.15 and 1.15 to fit around lunchtime)
Lunch:	12.15 - 1.15pm
Period 4:	1.15 - 2.00pm
Period 5:	2.00 - 3.00pm

We hope that the extended lunchtime will also help students to have a more sustained break from their computer screens which is important for them to have on a regular basis.

### **Consolidating Learning and Completing Work**

We are also responding to feedback from some students who are concerned about managing their workload and are worried that they are unable to complete all of the work that has been set. In order to support our students and provide them with the time they need to complete their work, we are suspending live lessons for the following year groups during the stated dates:

Week commencing Monday, 1 February 2021: Year 7 & 8

Week commencing Monday, 8 February 2021: Year 10

Week commencing Monday, 22 February 2021: Year 9

Teaching staff will create a clear priority list of tasks/work that students will need to focus on during this time that will help them to manage their workload and consolidate their learning from the last few weeks. This work may include activities set online such as SAM Learning, Hegarty Maths or Educake to help support revision and the list will be made available on Google Classroom.

### **Remote Learning Expectations**

We appreciate that remote learning is different for students, families and staff alike and we hope that, by working together, we can get the balance right. The following guidelines are a reminder of our approach to ensure that high quality teaching and learning continues during this extended period of national lockdown:

- Where possible, lessons start with a live, face to face teacher introduction. This will allow teachers to model, provide direct instruction, share specific information about resources or help with any issues.
- The introduction to the lesson should take approximately 10-15 minutes. Students may be instructed to complete independent work from this point and there should be a review of progress during the last 15 minutes of each lesson. Some teachers may choose to deliver live for the entirety of the lesson.
- Teachers take a register of attendees for their own records to monitor attendance over time and to identify learning gaps. Teachers are to remain in the Google Meet to ensure that the facility is not being misused. When students are working on independent activities, teachers' cameras and microphones should be switched off.
- Teachers will enable/disable the chat facility and screen sharing as is required for the learning activity to proceed effectively.
- Activities and tasks should not exceed the lesson time.
- At the end of the lesson, teachers should ensure that all students have left the meeting.
- The ClassCharts button 'No engagement in online learning' should be used on a weekly basis for students who have not accessed lessons and have not completed work during the course of the week. Students need to notify their teachers as a matter of urgency if they are having difficulties completing the work or accessing live lessons.
- Parents/carers will be contacted where there has been no student engagement.

### **Expected Behaviour of Students Online**

Students must log in to Google Classroom/Google Meet at the start of their timetabled lesson and stay present for the duration of the lesson, or as instructed by the teacher. It is vital that students fully engage with remote learning to ensure that teachers can support them and address gaps in their knowledge. To ensure that remote learning continues to be effective:

- Students' microphones and cameras should be switched off, unless individuals are invited into class discussion by the teacher.
- Students should use the "raise hand" feature if they have a question and wait to be asked before speaking.
- Assignments and tasks must be handed in by deadlines that have been set.
- The chat facility is only to be used during the duration of the lesson and will be monitored by the teacher.

- Students need to inform their teacher if they are unable to meet a deadline so that any missed work can be completed within a reasonable timeframe, as agreed with the teacher.
- Disruptive behaviour is not acceptable during online lessons. If a student's behaviour is disruptive to learning, they will be removed from the Google Meet and the class teacher should make direct contact with home to notify parents/carers. This will also be logged in ClassCharts using the appropriate button ("Parents contacted - due to disruptive behaviour in online lesson")

### **Students' Wellbeing**

During these difficult times, people may become anxious or fearful and we are keen to support our students' mental well-being by providing useful links on our website - please see [advice regarding mental health](#).

In addition, the charity **Place2Be** is running their annual 'Children's Mental Health' week starting on Monday, 1 February with this year's theme focussing on 'Expressing Yourself'. *Expressing Yourself* is about finding ways to share feelings, thoughts, or ideas through creativity. This could be through art, music, poetry, dance, drama, photography and film; doing creative activities that make you feel good may help to support well-being. There is also [advice for parents/carers](#).

### **Reopening of Schools**

As you will be aware the Prime Minister announced that it will not be possible to resume face-to-face learning immediately after the February half-term and instead hopes it will be safe to commence the reopening of schools from Monday, 8 March. This is in response to the national public health data and pressure on NHS capacity. Education settings, as well as students, parents and carers will be given at least two weeks notice to prepare for a return to face-to-face education. St John's will continue to remain open to vulnerable and key worker children after February half-term.

We will keep you informed of any further details in due course and thank you for your continued support and understanding with these matters.

Yours sincerely,

**Lisa Byron**  
Headteacher