



Remote Learning Newsletter 2!

Parents

Live lessons

Should the Academy need to move to online learning, we will aim to teach a minimum of 1 live lesson a week at KS4 & 5, and 1 live lesson a fortnight at KS3 for each subject. Where possible, please ensure your child is logged into their **Outlook email account**, on **Office 365**, at **9.00 am every week day**. The subject teacher will send an **email invitation** for the live lesson to the student's Outlook email account. Reminders for live lessons are also automatically displayed in the calendar on Outlook. We will be teaching through a live lesson platform called '**Microsoft Teams**'. We recommend that students use the desktop version of Teams and do not download the Teams app. Live lessons will be taught in one of two ways; 1) a live stream lesson, 2) a live email/chat Q&A session. Your child's teacher will arrange the date and time – these will aim to be during one of their **timetabled lessons** for a given subject. Your child's Outlook email address and password will be sent to them via their Gmail account. Please ensure that your child attempts to log into Microsoft Outlook prior to the commencement of live lessons. Contact the Academy if your child experiences problems logging in.

Students Unable to Access Online Learning

Subject teachers will send home paper copies of any resources/work to be completed, along with clear instructions and expectations. Completed work should be sent back to the school office FAO the class teacher, where the teacher will mark the work and send feedback home.

Microsoft Teams – live lesson platform

A video detailing how to accept an invitation and join a Teams meeting is detailed below:
<https://www.youtube.com/watch?v=8N9lE1kmaig>

Scenario	Expectation of students
An individual student is well at home self-isolating.	Continue to complete work independently via Google Classroom. The subject teacher will upload resources and work to complete.
A 'bubble' (e.g. year group) of students are well but self-isolating.	Log into your Outlook email account, on Office 365, at 9.00 am every week day. Continue to complete work independently via Google Classroom. This will include a blend of uploaded resources, live lessons and pre-recorded lessons.
Full or local lockdown where the school is closed to all but vulnerable or key worker children.	Log into your Outlook email account, on Office 365, at 9.00 am every week day. Continue to complete work independently via Google Classroom. This will include a blend of uploaded resources, live lessons and pre-recorded lessons. All subjects will set work for the week by 9.00 am on Monday morning.

Please inform the school immediately if you have a problem with the Outlook email account (including Teams), or are not being sent home paper copies of class work.