Dear Parent/Guardian,

I would like to take the opportunity to thank you all for your support in helping us to deliver home learning in these challenging times.

I’m writing to you to reaffirm some forthcoming changes to the home learning programme and provide you with some further details on what these changes are and how we intend to implement them.

As mentioned in the letter from Mr Klink last week, we have reviewed our online learning provision and now feel that it is appropriate to increase the amount of online learning and interaction with our teaching staff. The primary tool chosen to facilitate this learning will be Microsoft Teams, which is something that is already working effectively for other schools across the country.

The increased home learning will be focused primarily around English, Maths and Science from the week-commencing 15th June for the remainder of the school year. We will review the provision with the possibility of introducing some option subjects at a later date. The timetable of planned sessions is on the back of this letter and I would encourage you to take some time to review this information to support us in ensuring that students fully understand how the timetable is going to apply to them.

These sessions will supplement the work that is already being set on Show-My-Homework (SMHW), providing students with further opportunities to ask questions, challenge misconceptions and ensure positive progress with subject specialists.

Microsoft office can be accessed through their free APP or can be downloaded online at [www.office.com](http://www.office.com/). The software is compatible with all common devices such as PCs laptops, tablets and mobile phones.

Please find attached a comprehensive guide for installing and setting up Microsoft Teams. For your child to be ready to participate with this additional learning, we recommend that you have the software installed and ready to run before the 12th June. This will give you the opportunity to let us know beforehand if you are having any issues or need any support. If you do need support in setting up Microsoft Team, you can email us at admin@hhhs.net.

When setting up Microsoft Teams, students will need to use their school email address and password. If you have not received these details via the post by the 11th June please email admin@hhhs.net.

As this is a new platform for learning, it is important that students are aware of the behaviour expectations. Please find attached our new Microsoft Teams Behaviour Policy for you to review with your child, prior to commencement of the online sessions.

Rest assured that we are working hard to deliver an accessible curriculum through these extraordinary times and are very excited to be able to enhance our provision for your year 10 student.

Kind regards,

Mrs M White

**Microsoft Teams Online Session Timetable – Year 10**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **1.25pm – 2.10pm** | **Science**1 - 10H1 (triple)2 - 10H2, 10H3, 10H4, 10W1 higher trilogy | **English**1 - 10H1, 10H2, 10H3 2 - 10H4, 10H5 10W1  |  | **Maths**2 - 10H4, 10W2, 10W3, 10W4, 10W5 |  |
| **2.15pm – 3.00pm**  | **Maths**1 - 10H1, 10H2,10H3, 10W1 | **Science**3 - 10W2, 10W3, 10W4, 10W5 foundation trilogy | **English**3 - 10W2, 10W3, 10W4, 10W5 |

**Microsoft Teams online Learning Behaviour Guidance**

Pupils are held responsible for their behaviour. Disruptive or abusive behaviour will not be tolerated at any level. On the extremely rare occasion, that disruptive behaviour becomes regular parents/carers will receive a call from school about the pupil accessing lessons in the future. All lessons will start with the expectations of the lesson outlined by the teacher leading the lesson.

* All pupils must behave in a respectful, considerate and kind manner when they are accessing the online learning. They must listen to and take direction from their teacher when on the lesson.
* If a child demonstrates behaviour that the teacher deems to be unacceptable or inappropriate the teacher will follow the steps
	+ Warn the Student that their behaviour is unacceptable and that they will be removed from the lesson if any other inappropriate comments are made, they will be removed from the lesson.
	+ Remove/Delete the comment.
	+ If the same pupil posts another comment/image that is deemed inappropriate then this pupil will be removed (this is the consequence) the parent must be contacted and informed that their child was removed from the online lesson and why. It must be agreed with the teacher that the pupil is allowed back into the online lessons and rules agreed with parent, pupil and teacher.
* Pupils are expected to participate actively in lessons and complete tasks to the best of their ability. Teachers will provide encouragement and we expect pupils to try their very best. Positive points awarded on ClassCharts.