

Dear parent/guardian,

From Tuesday the 5<sup>th</sup> of January, your child will be expected to join their lessons remotely from home through Google Classrooms. A video on how to do this and student expectations is available on our school website (Click on 'Parents', then 'Remote Learning'). Your child needs to follow their school timetable other than PE, RE, Tutor time and session 7. The video only works when the teacher starts the live stream. If the live stream does not work, please try it again after a few minutes.

In addition, we suggest that your child do some sort of exercise every day. There are many online in-home exercise routines e.g. Joe Wicks free PE classes are available on YouTube.

### **No access to a device?**

We know the best education a child can get it is in front of their teacher at school and therefore we would like to give them the opportunity to access a lesson from home with a teacher. For this reason, we can loan you a device if your child does not have access to a device such as a laptop, computer or tablet (subject to availability). If you would like to borrow a device for the time your child is not in school, you will need to contact the school on 01274 633111 and speak to Ms Whittaker. As the parent/carer you will collect a device from reception after agreeing to our terms and conditions. Your child will need to return the device when they are back in school.

If you do not have a device or internet and cannot collect one from school, we ask that your child complete their paper packs.

### **Behaviour Expectations**

Even though your child is at home attending live lessons, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite and remember their manners. Position your computer/webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound.

Your child will be expected to have their camera and microphone disabled unless the teacher requests that they turn them on. They should interact with the teacher via the chat function.

If your child interrupts the teacher in the live lesson, or behaves inappropriately they will be excluded from the remainder of the lesson and you will be contacted by the Head of Year, and a sanction will follow upon their return.

The expectations of behaviour are as follows:

1. Attend the live lesson on time and fully equipped for learning (laptop/IT device, pen, note book/paper, white board/pen). A class register will be taken and student absence will be followed up by Head of Year. Parents will be contacted
2. Situate yourself in a quiet area of your house, where you can concentrate and not be interrupted by others in your house and where no personal information can be seen in the background via your camera
3. Dress appropriately in case video access is requested (you do not need to wear uniform)
4. Turn off camera and microphone, and only turn on if requested by the teacher.
5. Interact with the teacher via the live chat function, unless the teacher directs you to turn on your microphone/camera. Your teacher will monitor the live chat function for any questions/clarification you need
6. Complete all the work as directed by the teacher. Undertake any homework which is set
7. If you break the normal expectations for classroom behaviour (interrupting the lesson by turning on microphone/video) your parents/carers will be contacted by your head of year and you will be sanctioned on your return to school
8. Do not record or screen-shot any elements of the lesson, if you require information

## Communication

If your child is part of an online lesson, they may need support in setting up the relevant software and communication platforms in order to take part. We have provided training for the students so that they know how to access their lessons. Please contact us if you are having problems. Ensure that you have some awareness of the privacy and security settings so that you know that all communication is secure. It's important to raise any concerns that you have with the school if you are unable to accommodate an online lesson for any reason.

## Safeguarding

If your child is accessing lessons online, please ensure you are vigilant and are regularly monitoring the content that they are accessing on-line. Ensure your computer privacy settings are set appropriately for children's use if you are not able to directly supervise their on-line use.

Please report any concerns you may have about the on-line content they are accessing to school

### **Student Wellbeing**

Remember, the school is still here for you and there is a huge range of support to help you with any issue with your child's wellbeing.

Childline- [www.childline.co.uk](http://www.childline.co.uk)- 0800 1111- get help and advice on any issue

Kooth- [www.kooth.com](http://www.kooth.com) – free, safe, anonymous online support

Young Minds – [www.youngminds.org.uk](http://www.youngminds.org.uk) – advice on mental health issues

Teen Life check - [www.nhs.uk/live-well](http://www.nhs.uk/live-well) – confidential, anonymous advice

Bullying UK – [www.bullying.co.uk](http://www.bullying.co.uk) – info on a range of bullying issues

NHS 111 – Phone 111 – speak to a fully trained health advisor

Samaritans – [www.samaritans.org](http://www.samaritans.org) – a safe place to talk any time you like

NSPCC – [www.nspcc.org.uk](http://www.nspcc.org.uk)

If you have any non-emergency concerns regarding your child's wellbeing or safety please contact Mrs Byrne by email [t.byrne@carltonbolling.co.uk](mailto:t.byrne@carltonbolling.co.uk) or telephone 01274 648629. If you have a concern about another child's welfare or wellbeing, call Children's Social Care initially on 01274 435600 (office hours 8:30am to 5pm Monday to Thursday, 8:30am- 4:30pm on Friday). At all other times call the Social Services Emergency Duty Team on 01274 431010 if you have an emergency or if you have reason to believe that a child is at immediate risk of harm, please contact emergency services on 999.