



SIR THOMAS FREMANTLE SCHOOL

A CO-EDUCATIONAL SCHOOL FOR STUDENTS AGED 11-19

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8th January 2021

Dear Parents/Carers,

Re: Online Learning

I hope that you are all healthy and that you and your families have adjusted well to this first week of virtual learning (in this second school closure). These are very challenging times that we're living in, but we remain constantly impressed by the dedication, enthusiasm and resilience of our school community in dealing with these challenges.

This week, we have seen outstanding engagement with both live lessons for years 11 and 13, and online learning for years 7, 8, 9, 10 and 12. Thank you so much to all of our students and parents/carers for their efforts in making this week the success it has been: we are so grateful for your support and it could not run as effectively without you.

As you will be aware, we are currently providing support for some vulnerable and key worker students in school. We have received eight times the number of requests for places than we did in the previous lockdown, but have been fortunate to have largely been able to accommodate this demand. **As of next week (Monday 11th), teachers will be live teaching their full timetable to students in all year groups, as well as supporting the students that are in school. Please be aware that if you have not already requested a place, we are highly unlikely to be able to offer any provision for your child in school, as we are at capacity.**

I am writing to you with quite a lot of information pertaining to the current learning of our students, and I apologise in advance for the length and excess of this detail. However, we want to ensure that you have all of the information that you may need in order to maintain the high standards that have been met over this past week.

Firstly, I would like to draw your attention to some online safety resources. I have attached two resources to this email:

- The Vodafone guide to Digital Parenting and
- 10 Top Tip for parents, on Remote Education – produced by the National Online Safety Centre.

I would also like to draw your attention to two websites that you may find helpful:

- For parents of children with SEND: <https://www.childnet.com/parents-and-carers>
- A Digital Wellbeing tool: <https://www.saferinternet.org.uk/blog/uk-safer-internet-centre-partner-swgfl-pilot-new-digital-wellbeing-tool>



Secondly, please find details below for accessing live lessons, for those of you at home. For those students in school, it may still be useful for you to go through this with your children at home, prior to them starting live lessons in school on Monday:

Live Lessons: Information for Students and Parents/Carers

With regard to any live online lessons, please read these notes carefully with your child.

1. Safeguarding

- Safeguarding is always our number one priority.
- Students will only be allowed to participate in live lessons if you have given your permission.
- Live lessons will take place as per your child's normal school timetable. Lessons will begin at the start time for that lesson, and run for 45 minutes each.
- **For safeguarding reasons, live lessons will be recorded and stored by the school for up to one year.** When you give your consent, you are consenting to the recording and storing of this data.
- Live lessons will automatically be uploaded onto the teams posts page once the lesson has finished, so can continue to be accessed at any time in case students are unavailable 'live'.
- If you or your child have any concerns about anything that you hear or see while in a live lesson, please report them to leah.martindale@sirthomasfremantle.org or neale.pledger@sirthomasfremantle.org

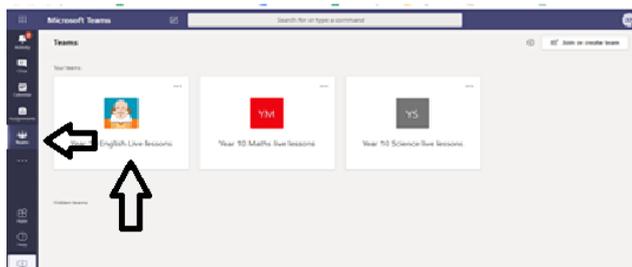
2. The Live Lesson:

Preparing for Live Lessons:

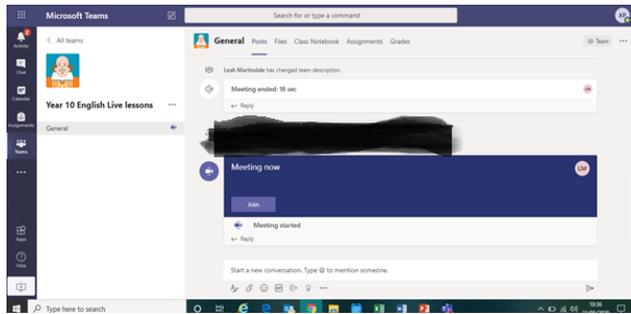
- Students should find a quiet space where they are less likely to be interrupted.
- It is best to use headphones or earphones during the lesson and connect to the device you will be using.
- Ensure that your device(s) have enough charge to last the lesson.
- Get all of your equipment out and ready – just like a lesson in school. Have a notebook and pen ready.

Logging In

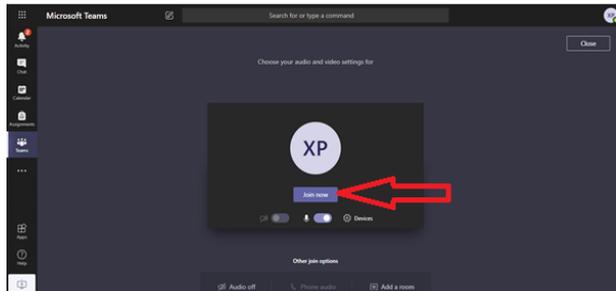
- A. Open 'Teams' on the device you are using. A computer or laptop works best, but a phone or tablet is fine too (this can be done via the 'Teams' app which you can download from android and IOS for free).
- B. Up to 10 minutes before the scheduled lesson start time, click on the Class Team for the lesson you will be participating in.



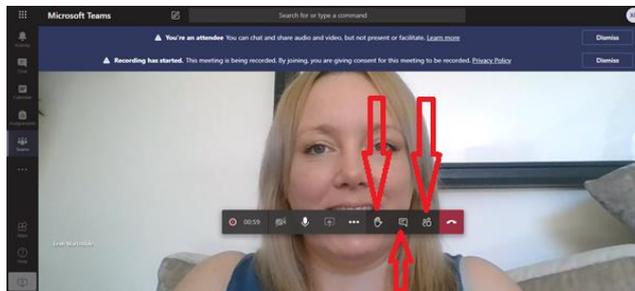
- C. On the 'posts' page, join the live lesson using the **Join** button when you see Meeting Now.



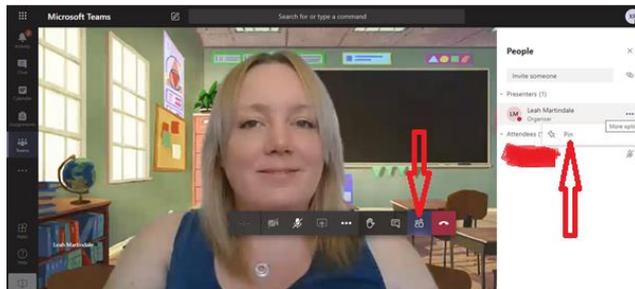
- D. You will then be able to adjust your settings before joining. Your camera will not be enabled, so no need to worry about adjusting video settings. You can turn your mic on or off (this is likely to be overridden by the teacher for the actual lesson, to reduce sound interference). When your settings are ready, click Join Now to enter the lesson.



- E. Once you're in the lesson, you can look at the participants list and the chat box to communicate with your teachers. You can also use the 'hand up' button, to indicate that you have a question. Teachers will see this, or your chat message, and speak to you to indicate when it is possible to speak/ask your question.



- F. Click on show people, then click on the three dots to the right of your teacher's name. Click on 'Pin' to keep your teacher's video feed front and centre during the lesson.

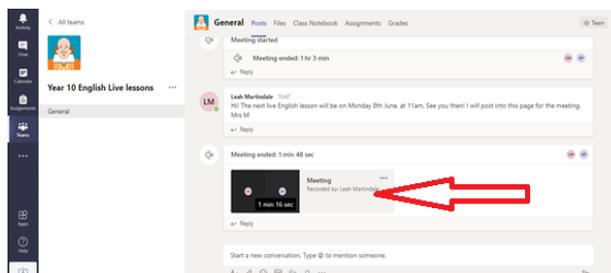


- G. During the lesson, follow your teacher's instructions for using the chat and 'hands up' option and asking questions. Please be aware that your chat is viewable to everyone in your class. If you post something inappropriate to the chat, your teacher may delete your message, stop your chat ability, or remove you from the lesson. This could result in you having your live lesson permission revoked completely.

- H. At the end of the lesson, your teacher will end the meeting, which will automatically end the call for you and everyone else in the class.



- I. If you miss the Live Lesson or want to watch it again, it will be posted into the main page of your Team on the posts page.



3. Student Behaviour and Conduct:

- Students should conduct themselves as they would in a normal lesson. School rules still apply.
- If students speak, we expect the use of Standard English (no slang) to create a formal approach to the lesson.
- If students contribute in written format in the chat box, good grammar, punctuation and manners are expected
- Students are not allowed to record or screen shot the lessons under any circumstances. The school will record lessons for safeguarding purposes.
- If students behave inappropriately they should expect to be removed from the lesson and not be invited to future lessons.

4. How Parents Can Support the Lesson:

- Avoid being in the back of the room during the lesson – this can put undue pressure on the student and the teacher.
- Support your child to find a quiet work space without interruptions.
- Ensure your child has paper and pens to make notes with.

Finally, for those students that are in school, I would just like to clarify our expectations, which have also been shared with students. Unfortunately, any persistent failure to comply with these expectations could result in us being unable to accommodate these students in school:

- Students must wear masks at all times, including as they enter and leave the building, except when in the computer rooms (their learning base whilst in school).
- Students must avoid mixing closely with teaching assistants and other staff (supervising and supporting) and always wear their masks if they need closer assistance.
- Students in Year 7, 8 and 9 are one bubble and students in years 10 and 11 are a separate bubble. There should be no mixing across bubbles.
- Students must continue to adhere to the existing covid restrictions in school – hand washing, sanitising, cleaning down their tables at start and end of day, staying at the same space in the classroom, following the one-way system etc. They may only remove their masks to take a drink, or whilst eating.
- Students are not permitted to eat or drink in the computer rooms – if they need a drink, they must step outside.
- Students will enter and leave via the main reception, sanitising at a minimum (handwashing is preferable) on entrance and exit. On arrival, students must remain in the café until 8.30, at which point they may go straight up to the computer rooms via stair B.
- If students need the toilet, they will use the toilets at the end of the floor on which they are based (top floor during lessons, ground floor during breaks).
- If there is a fire drill, students exit via the nearest fire exit and line up on the tennis courts.
- Students are permitted to wear their own clothes to school during the lockdown period.
- We are operating on skeleton staff. The rooms will predominantly be staffed by teaching assistants, with SLT on site to monitor and intervene if necessary. Students on site will not get any 1-1 or face-to-face



teaching and should get minimal support from the teaching assistants, for covid safety reasons. Largely, they will be expected to work independently.

- Students are expected to adhere to our normal behaviour policy at all times whilst in school. They will complete their full timetable, working independently. They are expected to work at all times, to follow staff instructions both online and in the room, and to behave appropriately.
- **The school remains a no-phones site. Any misuse of ICT or mobile phones will be taken seriously and could result in their place in school being revoked.**

Thank you so much for your understanding, and apologies again for the length of this guidance.

If you have any questions, please don't hesitate to contact your child's form tutor in the first instance.

Best wishes and stay safe,



Mrs Leah Martindale
Senior Assistant Headteacher

