

TW/tb – 12th January 2021

Dear Parent/Carer

Although it may seem like considerably longer, it has only been 5 days since we moved all of our teaching online to Microsoft Teams as a consequence of school closures. We had trained both our students and staff in the use of this technology in preparation for this eventuality, and despite a few expected teething problems, overall this roll out seems to have gone remarkably well. That said, as all users become more familiar with the use of the platform, I do expect our work to develop further in this area.

I am writing to update you on how we are making adjustments to our running of Teams to engage our students. Firstly, attendance. Attendance over the last week has been pleasing, with the majority of our students joining us online alongside our students in Keyworker School. Part of our tracking of attendance online has been through Class Charts and you may have noticed that students are receiving a notification of 'attended remote lesson' or 'did not attend remote lesson'. Whilst these notifications are in Class Charts, they do not carry a positive point or negative point with them. These are there so that we can track the attendance of students to ensure that they get the best education possible whilst in lockdown. Please stress the importance of attending lessons to your child.

We are also keen to develop our methods of engaging with students via Teams. One way in which this can be boosted is through students having their cameras on so that staff can see them. This is really helpful for staff when delivering lessons, so that they can interact better with students. It is also important for safeguarding, as it allows staff to check that students appear safe and well. Please do encourage your child to switch their camera on in their lessons where possible.

In addition to this, we will be starting to expect students to submit work during their lessons so that staff can assess progress and can plan appropriately for future lessons, identifying any areas of misunderstanding. There are going to be a number of ways of doing this, some of which are listed below, but it is vital that students do interact with the lesson and complete the work provided.

Feedback will take a number of forms, from personalised feedback, to whole group feedback and lots in between.

Ways of Engagement:

- Class Notebook- students can use the notebook within their Team to complete work in what is like an exercise book. Staff can see this live and help students with their work during and after the lesson. Work can also be printed when we return to normality.

- Assignments - Staff, as in Class Charts, can set work with deadlines for students. They can then turn this work in and receive feedback. A short video of what it looks like for students can be found here: <https://www.youtube.com/watch?v=NGuv9wHCWYE>
- Quizzes and Polls - These are a useful and simple way of quickly finding out about student understanding of their work.
- Question and Answer - This often takes place during the lesson, but can be crucial in helping student understanding. Please encourage your child to engage with this appropriately.

Once again, thank you for your support with all that we are doing and we hope that we will back to some sort of normality soon.

Yours faithfully
The Long Eaton School

T Worn

Mr T Worn
Assistant Headteacher