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22 January 2021

Dear Parents and Carers,

Further to my letter dated 15 January, I am writing to outline our remote learning programme that will now incorporate live lessons from Monday 25 January. Students will have an opportunity to engage in a combination of live, narrated and independent lessons each equating to approximately 1/3 of their curriculum time across all subjects. We are adopting this model as we have reflected on evidence collated by the Education Endowment Foundation that examines the existing research for approaches and best practice to support the learning of students whilst working remotely.

- Live lessons will be conducted using the Microsoft Teams platform. Help on using teams is available at: https://students.sbllearning.org.uk/teams
- I have attached two live lesson timetables, and you child's tutor group is located on one of them. This needs to be read in conjunction with your child's regular timetable. I have attached it as a Word document as you may find it useful to highlight lessons or make any additional notes on the timetable
- Please note, Music live lessons will commence on 01 February
- Please ensure your child accesses the **assembly on Monday morning** (available on the SBL Student Site) This included useful information and guidance to get the most out of a live lesson
- Students will continue to access the presentation slides for all lessons by following the link to our Remote Learning Google Platform located on the SBL Student Site: https://students.sbllearning.org.uk/
- Class teachers will continue to upload lessons for all other periods that haven't been timetabled as live to our SBL Student Site
- Students will continue to complete and submit a Learning Check for each subject during each two week cycle, enabling them to receive feedback from their teacher for the work they have completed remotely in order to support them to make progress across their subjects

The subsequent pages of this letter provide guidance for students and parents/carers to access live lessons remotely. If you haven't already, I would appreciate you taking the time to read this guidance, and if you foresee any technical barriers for your child, please log them on our Parent/Carer IT Helpdesk by following the link below:
 https://students.sbllearning.org.uk/helpdesk

If you are unable do this, please call the school directly on 0117 456 5900. We will do whatever we can to resolve any issues you bring to our attention.

There will continue to be weekly contact from your child's tutor or a named member of staff to ensure students have regular contact with school.

Finally, we have previously conducted an audit to confirm all students can access online learning at home, however, if there is any reason your child is unable to do so, please contact our Parent/Carer IT Helpdesk. Similarly, if you have any difficulties accessing your son/daughter's remote learning over the course of lockdown, please use the link included in this letter to give us specific details of the issue. You should also use the link to let us know if you are using mobile devices to access remote learning and you think you are likely run out of data.

Our staff are looking forward to the opportunity to interact with their students when we 'go live' on Monday. All lessons are recorded to safeguard our students and staff, if however, you do not consent to your child's image being recorded, please ensure the camera is disabled.

Please do not hesitate to contact me if you would like to discuss any aspect of remote learning in more detail.

Yours faithfully
Ms K Deady
Vice Principal

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Live MS Teams Sessions

Year 7-11 Student and Parent/Carer Guidance

All students can have Microsoft Teams installed onto their home computers, smart phones and tablets. It can also be accessed through Xbox and PlayStation games consoles if you are connected to the internet. This can be done easily by searching 'MS Teams' in Google. If you are using a PC, we recommend using the link via RM Unify as the Desktop App has some bugs.

Sign in – You should use your school login, **but with @sblonline.org.uk NOT the usual sbllearning.org.uk.**
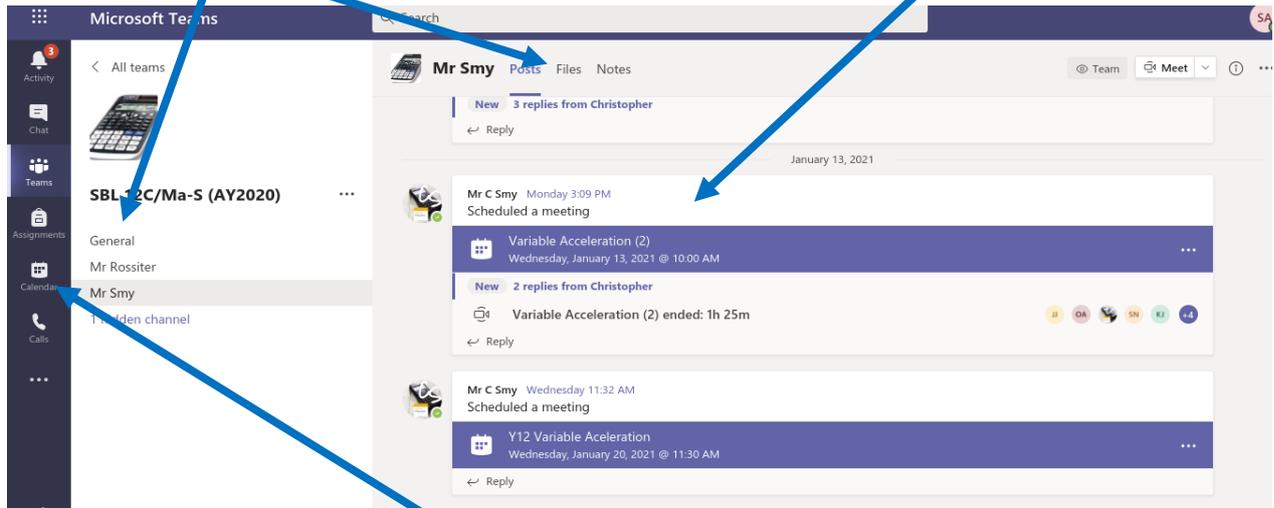

Once you have signed into teams you should see the main page and the classes you belong to displayed as teams. If not, then click the 'Teams' icon on the left of your screen. If you are not included in a class team or are in the wrong class, please contact your teacher via email and they will ensure you are invited in to the class. Classes should all appear by Friday January 22nd, so please be patient if they are not there already.

Further issues with installing or accessing MS Teams can be resolved by contacting the Parent/Carer IT Helpdesk on: https://students.sbllearning.org.uk/helpdesk

All classes have a 'General' area and under here you will be able to see the team posts/chat and a files area that may have some shared resources, if your teacher/s have uploaded any resources they may want to share with you. This will include presentations, PDFs, Word documents or Excel spreadsheets etc.

Your teachers will continue to upload you lessons to the SBL Student Site as this will enable students to easily locate all lessons.

Each subject will be running some live 'Face to Face' sessions with you as per your timetable. The live timetabled lessons will be communicated to you so you know exactly when you are expected to be online for a live lesson. You will also be able to find these in the Calendar section of teams.

The live sessions will deliver a structured lesson, support for remote learning, provide common feedback points, resolve misconceptions and allow you to ask questions.
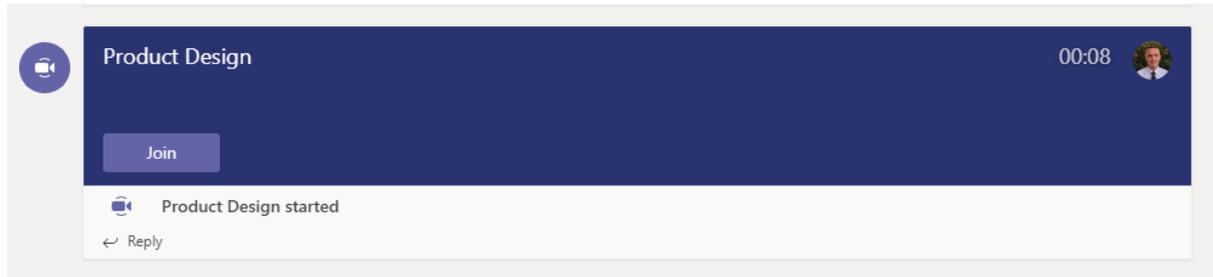
You **must** follow the 'Live Session Behaviour Code' - this code of conduct has been established to protect students and staff.
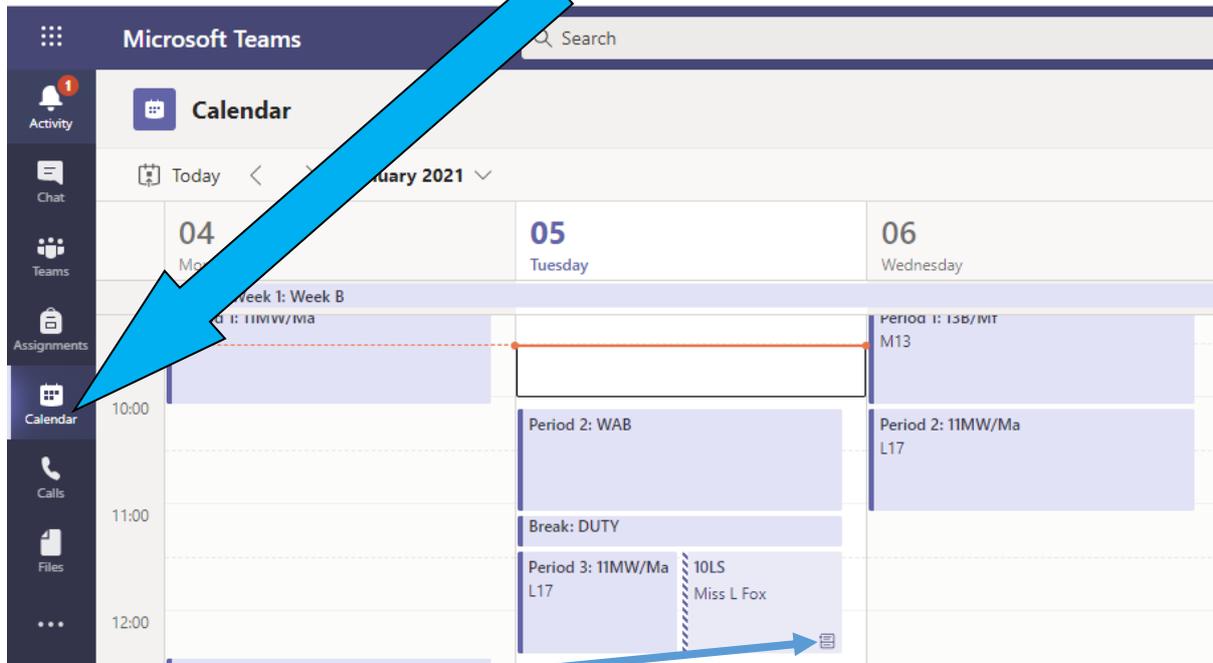
Joining a live session with your teacher:

At the timetabled time your subject teacher will start a live 'Face to Face' meeting session. There are two ways for you to see and join these lessons.

1. You will see this in the posts/chat area of the class/team, and it will look like this below:

To join the live meeting, click on the 'Join' button. It maybe that your teacher has disabled all video but you should be able to communicate with your teacher via voice, who will explain to you how the session will run.

2. If your teacher has scheduled your lesson in advance, you can join via the calendar tab. If more than one lesson has been scheduled, you will be able to see your day laid out, with links to open lessons at the correct time. For example:

Then you just click here and click the 'Join' icon. It maybe that your teacher has disabled all video but you should be able to communicate with your teacher via voice, who will explain to you how the session will run.

Joining with video enabled

It is important that if you join via video you follow the 'Live Session Behaviour Code' to protect yourself and your teachers.

Teachers will upload the resources used for the session, which will be available to access freely at a later date.

Parents and Carers will:

- Read the guidance and expectations outlined and ensure these are adhered to by the student, when taking part in any live session.
- Be expected to be present in any 1:1 session, should a 1:1 session be necessary
- Wear suitable clothing if the chances are that they will be passing within screenshot whilst moving around their household.
- Ensure their child is located in a communal area of the house. Where parents/carers feel that they are best located in a room on their own, the door should remain open, with an adult within earshot of the session.
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.
- Not share any content they may have recorded or have been sent by another parent/carer. Any such actions should be reported to the school as soon as possible.
- Raise any concerns they have about any element of the session with the school as soon as possible. Again, we would ask that students and parent/carers ensure they have read the above guidance and expectations carefully and adhere to them at all times. Doing so will result in a more valuable experience that is safe and positive for all.

- Promptness joining live sessions is important, if you have not joined within the first 5mins then you will be assumed to be absent. Punctuality is important and lateness will be recorded. Attendance and punctuality records will be passed to the pastoral team in order to inform conversations and to offer support when making weekly contact home
- It is optional to have your video stream turned on, it is your responsibility to ensure there is nothing in the background that is inappropriate
- Live sessions should be joined from more public spaces at home such as the living room or kitchen. If located in a room on your own, the door should remain open, with an adult within earshot of the session
- Double check that any other tabs you have open in your browser would be appropriate for the teacher to see, if you were sharing your screen
- Students will never use private email addresses to correspond with staff
- Inappropriate behaviour will receive a warning from the teacher and should that behaviour continue, the teacher can remove you from the session
- It is important that you consider safeguarding and your surroundings. Teachers are duty bound to report safeguarding incidents that could result in child protection issues
- When you enter the live session, mute yourself (if you are already not muted)
- When you have a question, use the chat feature and wait for your teacher to call on you
- When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner
- Only one student should contribute/talk at a time
- Stay attentive. Pay attention to your teacher or other students who are speaking
- Students must be dressed appropriately, no pyjamas
- Students must not record or screenshot at any point in the session as this will breach the acceptable use policy, in turn resulting in serious consequences for you
- Students must not share any content they may have recorded or have been sent by another student. Any such actions should be reported to the school as soon as possible
- Pass on any concerns you have about any element of the session to your parents/carers. This concern should be raised with the school as soon as possible

Be Respectful
- Remember to be respectful of classmates and adults at all times
- Remember 'The Golden Rule', treat others the way you want to be treated

Try your Best
- Remember, if you have questions about something - ask your teacher, they are here to help you!

Be a Good Digital Citizen
- Remember, your computer IS your classroom for now - so ask yourself, would I write/share/say this while in my classroom in person with my teacher and classmates? If the answer is 'no,' most likely it is not appropriate for your online classroom
- What you post online stays online forever, so make sure you're proud of what you share - it will always be there! Once a message is sent to the group, there is no taking it back.