



Our ref: MME/HFT  
Date: 12<sup>th</sup> June 2020

Dear Parent/Carer,

I am writing to thank you for your patience as we have developed our systems to provide your son or daughter with the opportunity of face to face teaching.

### **Live teaching from Wednesday 17<sup>th</sup> of June**

From Wednesday 17<sup>th</sup> of June your child's teacher will move from pre-recorded lessons to live online sessions. The current restrictions which we have are in place for secondary schools mean that we would not be able to allow students to get in-school support from their GCSE options subjects at all. The reason for this is that it is important that students who are in school remain as much as possible in the same group to limit any potential spread of coronavirus. Switching to live lessons will allow students and staff to interact and as a result it will improve the quality of teaching. It also allows your child to get direct teaching from their teacher. The live lessons will take place during the normal timetabled lesson time.

By Wednesday next week staff will have worked with students to test that the technology works and from that point onwards live online teaching will begin for Year 10 students. This is clearly a significant development and allows our students to take advantage of a system which the best schools in the country have adopted.

We have taken advice from Leeds City Council's safeguarding department and have produced guidance for students which has been sent directly to them. I would like to take this opportunity to highlight some of the key points:

- Students must ensure that they behave in an appropriate manner during a live lesson. Cameras will be switched off and microphones will be muted for most of the lesson.
- The first part of the lesson will be around 15 minutes long and will explain the work that the students have to do.
- The middle part of the lesson will involve students working through material that their teacher has set for them.
- Students will be able to ask for help as they are working through the material if they find it difficult.
- At the end of the lesson, the teacher will go through the answers and may ask students for a response.
- Students will be asked to upload their work at the end of the lesson.
- All lessons will be recorded to allow students to review the learning if they wish.



We have been impressed with the maturity that our students show, hence the reason why we are switching Year 10 lessons to be live lessons. It is important that student understand that it is essential they conduct themselves in an appropriate manner:

- Student should wear appropriate clothes (but not school uniform!).
- As with normal lessons, we do not expect students to take photos or videos of staff without their permission. Any student who does so will be swiftly dealt with as part of our behaviour system and will have their online lessons discontinued.
- Similarly if a student behaves in an inappropriate manner this will be dealt with as part of our behaviour system.

We want to allow next week for the students and staff to develop the live lesson system.

### **Year 10 in school support from Monday 22<sup>nd</sup> of June**

In addition to the live lessons we will be allowing Year 10 students to come into school but this will be done in strict accordance with the Government's restrictions. The most important aspect in everything we are doing at the moment is the health and safety of our students and staff. The school has completed a comprehensive risk assessment which has been supplied by Leeds City Council and will be available on our website next week.

We are only allowed to have a quarter of Year 10 students in the school at any one time. The year group will be split into groups of approximately 50 students and they will come into school once a week for four periods of teaching. The 50 students will be further spilt into four groups of approximately 12 students and they will remain in this group at all times. Students will start at staggered start times of the day and they will enter and exit the building by four separate doors.

We will be sending you information next week regarding the details and which day your child should attend. The following points provide an overview of the systems:

- Students will sanitise their hands on entrance to the school and again before they enter the classroom.
- Students will be expected to adhere to social distancing rules of remaining more than 2 metres away from other people on the building.
- The day will consist of one hour lessons on maths, English, science and humanities.
- Students will be given a specific day to attend on each week from Monday 22<sup>nd</sup> of June.
- Students will then be taught in a group of approximately 12 students.
- Students will stay in the same classroom for all four periods with the exception of break time.
- The teachers will move to the students' classroom.
- Students will be given a break at the end of period 2 – this will be with the other students in their group of 15.
- Lessons will finish after Period 4 each day (at 1pm).
- Students will be dismissed from the school site in a staggered manner.
- Lunch is available in the form of a grab bag.
- Students who wish to order a school lunch will do so at the start of the school day.
- We will not be able to pass out equipment so students must come prepared with the usual stationery items we expect them to carry.



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Principal: Mark McKelvie BEng (Hons.) Glas.

We believe that our proposed systems of both live lessons combined with some face to face teaching is an excellent system which will enhance the learning of all Year 10 students and provide a good foundation as your son or daughter begins their final GCSE year.

We are assuming consent to the use of online lessons. Should parents have any objections or concerns to their child accessing live online lessons or to the proposals above then please contact the Year 10 and 11 Director of Studies, Pete Sammons.

Yours sincerely,

**Mr M McKelvie  
Principal**

