



Our ref: MME/HFT
Date: 12th 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 17th of June

From Wednesday 17th of June your child's teacher will move from pre-recorded lessons to live online sessions. The current restrictions which have are in place for secondary schools mean that we would not be able to allow students to get in-school support from their 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 12 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 12 lessons to be live lessons. It is important that students 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 12 in school support

In addition to the live lessons we will be inviting your son or daughter into school to meet with a member of staff who will find out how they have been getting on and discuss any concerns they have regarding their progress or about next year.

We believe that our proposed system of live lessons will provide an excellent foundation as your son or daughter begins their final year at Pudsey Grangefield School.

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 any of the proposals above then please contact the Year 12 and 13 Director of Studies, Lorna Smith.

Yours sincerely,

**Mr M McKelvie
Principal**