



29th September 2020

Dear Parent/Carer

RE: Remote Learning

At St James', we recognise the importance of our students being able to continue their studies as much as possible even when they are unable to be in school due to the current Covid pandemic. As it has been necessary for the Year 11 bubble to isolate, we will continue with teaching and learning through the remote platforms of Show My Homework and Zoom.

Students will need to set up a free Zoom account if they do not already have one, this can be done by visiting <https://zoom.us/>

This will then be used to follow their normal timetable so students who have French with Mrs Pickles Period 1 on a Wednesday would for example, join that lesson via Zoom. If they then have History with Dr Guscott Period 2, they would then join that lesson and so on. The timings of lessons are as follows:

Period 1	9am-10am
Period 2	10am-11am
Period 3	11.15am-12.15pm
Period 4	12.15pm-1.15pm
Period 5	2pm-3pm

Students will be able to join the appropriate lesson with their normal class teacher by using the meeting IDs and passcodes that can be found on Show My Homework. They can click the links to take them straight to the lesson or enter the meeting ID and passcode on the Zoom app. They must enter the classroom using their surname and form so as to identify themselves to the teacher; students will only be admitted who are in that teacher's class. It is imperative that students behave appropriately during these online lessons; anyone who does not will be removed from the lesson and not allowed to re-join. There will be no 1:1 video conferencing, staff who are teaching an online session where only one student has arrived will end the session.

Students will be able to receive feedback on any work completed by submitting via Show My Homework to their class teacher.

The safety of our students is paramount so we would like to draw your attention to the following:

- Video conferences will only be hosted on school accounts and devices
- Meetings will be set up with safety and security as a priority
- Staff will remind students not to share private information
- We may record the lesson so that it can be reviewed if there is a need to, and students who miss the session can access it at a later date. Recordings are strictly for the school's use only and to support in the safeguarding of our students

We would ask that parents ensure:

- The student is in a shared space in their home, rather than in their bedroom
- Students are dressed appropriately; this does not need to be school uniform
- There is nothing in the background that may be distracting or private
- A secure internet connection is used



If students do not have access to IT equipment at home, they should contact the relevant Pastoral Manager, Mrs Chadwick for Key Stage 3 and Mrs Harrop for Key Stage 4. If students have any technical difficulties, they should contact our IT technicians, a.millar@stjamesheadle.co.uk or t.millar@stjamesheadle.co.uk

Students who are in receipt of Free School Meals will be provided with vouchers, Mrs Doherty, our School Business Manager, will be in contact to confirm arrangements regarding this.

For all other queries related to remote learning please contact Mrs Pickles c.pickles@stjamesheadle.co.uk

Yours faithfully

Mrs C Pickles

Senior Deputy Headteacher