

Dear Parents and Carers,

Whole School Practice Remote Learning Day
Thursday 19th November 2020

Following the UK Government's announcement to implement a national lockdown for the month of November and in light of the continued uncertainty surrounding the impact of Covid-19 on educational provision, I am writing to inform you of the school's plans to conduct a whole-school remote learning day to test the capacity of our digital strategy.

The aims of the digital strategy are to:

1. Ensure all scholars have access to an operational device and the internet if remote working is required.
2. Ensure all scholars can transition seamlessly between face-to-face teaching and remote learning.
3. Ensure all teachers are able to provide high-quality remote teaching to all year groups if necessary.

This exercise is part of the school's planning procedures. I hope that another extended period when schools are forced to close will not be required. It is, nevertheless, sensible to be prepared for all eventualities given the uncertain nature of the current period.

All scholars will, therefore, be required to work from home on Thursday 19th November 2020. They will participate in their normal timetable, but all education on these days will be delivered remotely via Microsoft Teams live online lessons with AGFS teachers. Parents are welcome and encouraged to observe all or part of these lessons.

All stakeholders will be asked to contribute towards a review of the day and feedback will be used to troubleshoot and close any remaining issues. It is anticipated that this will put us in the strongest position to be able to respond effectively should schools need to close/partially close in the future.

What are the timings of the day?

Scholars will follow their normal school timetable, as set out below:

Time	Activity
08.20am	Tutor time (in place of reading)
08.50am	Period 1
09.50am	Period 2
10.50am	Period 3
11.50am	Period 4a [lunch for Y7,8,9]
12.50pm	Period 4b [lunch for Y10,11]
1.50pm	Period 5
2.50pm	Tutor time



How will the day work?

All lessons will be conducted via the live Microsoft Teams platform with your child's existing teachers. Scholars will join their class teachers for lessons at the usual times through links shared with them on Satchel One (SMHW). Each task on Satchel One will follow the format below:

19/11/20 Period 1 Maths Miss Barratt

Scholars will do all their work online, using Google Classroom to submit their work for feedback. At the end of each lesson, scholars will simply leave each call, return to Satchel One to retrieve the link to the following lesson and then join via Microsoft Teams.

Scholars' attendance will be recorded in their lessons, but there will also be an additional tutor time at 8.20am and after the final period of the day for the formal morning and afternoon registration periods. **It is essential that scholars attend all Microsoft Teams meetings scheduled.**

What if my child receives a free school meal?

Packed lunches will be prepared for scholars to collect in the afternoon on 18th November. These will be available from the canteen at the end of the day. Form tutors will ensure these are collected if needed.

How can I help my child on remote learning days?

It is unlikely that your child will run into technical difficulties when accessing their online lessons. That said, the following tips will help you troubleshoot any issues:

1. Scholars' IT login details can be found on a sticker in their planner.
2. Our website holds guides and tutorials walking you through how to handle any IT issues.

The walkthroughs include how to:

- [Access ShowMyHomework](#)
- [Submit work via ShowMyHomework](#)
- [Downloading MS Teams](#)
- [Access MS Teams](#)
- [Access pre-recorded lessons](#)
- [Access Google Products](#)

3. Remember to check whether the correct user is signed into the platform.

Alternatively, please email info@arkgreenwich.org where a dedicated member of our team will aim to provide fast response support on a case by case basis.

Expectations for online learning

The same high standards of behaviour are expected when learning online as in the classroom. Scholars should be mindful that their digital footprint is traceable and that consequences for inappropriate conduct or below-par work will be issued on their return to school. Equally, we will be looking to celebrate scholars who make the most of this challenge and produce high quality work through golden tickets.

Scholars are reminded of the below rules for use of Microsoft Teams:

1. Microphones must be muted at all times, unless instructed by the teacher.
2. Use the 'hand up' function if you would like to ask a question.



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3. Use standard English in the chat area at all times.

If scholars do not meet these expectations, they will first be issued with a warning and then removed from the lesson. They may not be permitted to enter the remaining lessons on that day. Non-attendance of any online lesson will be sanctioned on Friday 20th November for 'contribute unacceptable' by your child's form tutor. Scholars who demonstrate great independence and submit high quality work will be rewarded accordingly.

I hope that these days will run smoothly, and that parents, scholars and teachers will be ready for whatever unprecedented challenges we may face in the future. Your support at this time is very much appreciated. If you have any questions, please do not hesitate to contact the school as soon as possible. If you require additional support from our SEND team, please notify us at info@arkgreenwich.org.

Yours faithfully,

R Spiers
Headteacher

D MacPherson
Deputy Headteacher

T Valibhai
Assistant Headteacher

Ark Greenwich Free School

www.arkgreenwichfreeschool.org

'Ambition, Growth, Fellowship, Scholarship'