



Tuesday, 5<sup>th</sup> January 2021

Dear Parents,

### **GUIDE TO REMOTE LESSONS**

As the Headmaster has confirmed in his earlier correspondence, we are transferring to a remote provision as quickly as possible and teachers are currently working to make this change.

It is our intention to use your son's timetable as a structure for the day with 6 lessons. However, we recognise that sitting in front of a computer all day doesn't work for many of our boys and isn't ideal for anyone, so we will strive to balance screen time with off line activities including core PE.

We will continue to deliver lessons using MS Teams, a platform with which the boys are familiar. Teams allows teachers to share resources, set work and provide feedback and is also an effective way of delivering live lessons through video calls and also, for some of the older pupils, using the chat function.

Over the next few days individual teachers will be setting up their lessons on Teams and inviting pupils to join through a calendar entry. These can be accessed through the Teams App or through the Web version on Office 365 using their normal school username and password. Pupils should accept the invitation to join the lesson and I hope that, alongside their timetable, these scheduled lessons will help them put a structure around their day.

It remains the issue that parents do not have their own access to Teams. Teachers will therefore be providing a lesson overview on the parent portal which will show as an icon on your son's timetable. This is simply a signpost to the topic; the lesson resources etc will be on Teams. To help you with planning for the day, teachers will indicate on the lesson overview whether the lesson will be 'live' or will be work set.

Teachers will provide feedback on Teams or verbally, and your son may be invited to have a one to one call with his teacher to discuss progress.

We will continue to deliver therapy to all pupils during their timetabled sessions and are working on a schedule to provide interactive live lessons to meet the needs of all pupils.

Teachers and therapists are working hard to be ready for delivering lessons tomorrow but please bear with us. With the decision coming so late it has left little time for us to make individual arrangements.

If you have any problems logging into the portal, or Teams, please give the school office a call and they will be happy to help you. A guide to help you can be accessed by clicking this link: [Guide to accessing Microsoft Teams](#) .

Yours sincerely,

Penni Kerr  
Deputy Head - Curriculum

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