



The Crossley Heath School

Head Teacher: Lynnette Cassidy, MBA

The Crossley Heath School, Savile Park, Halifax, West Yorkshire HX3 0HG
Tel: 01422 360272 • e-mail: admin@crossleyheath.org.uk

REF:LETT311220/RL3

Thursday 31 December 2020

Dear Parent/Carer,

We know that this period of self-isolation will be frustrating and may cause your child some anxiety, so please tell them not to worry unduly as they will be able to work from home effectively in order to stay on top of their learning. We understand that learning remotely can feel strange, so we would like them to use a **remote learning log** (which I will send to them via their school email) in order to help them to keep a structure and routine to their learning. This log contains a lot of information and guidance which you are welcome to read, so please ask your child to download a copy of the log and rename it using their full name and then actively use it daily during the normal tutorial time (11:50am – 12:20pm). At the start of the year I also emailed a tutorial video which outlined to students how they can navigate around Microsoft Teams and locate their work; however, most of them should be very familiar with this now.

We are mindful, for your child's wellbeing, that during this period away from school, we do not want them to be sitting at their computer screen every day for 5 hours, so learning materials and activities that they receive will be varied depending on the nature of the subject. There are, however, a few points which need to be outlined regarding this blended learning provision.

- 1) In this particular instance, teachers will be working in school and lessons will take place at exactly the same time following the normal timetable. Students will be expected to be available for a "live" lesson with their teacher who will interact with them for at least half their timetabled lesson time during a week. The remaining lesson time will be available for them to complete the tasks that they have been set.

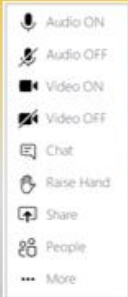
Please note that a "live" lesson interaction can occur in a number of ways:



- Teacher being online but utilising the chat facility to discuss ideas and ask questions;
 - Teacher conducting a video conference with an entire class or year group;
 - Teacher uploading a recorded video or narrated PowerPoint and then being available for a follow-up question and answer session either via chat or video.
- 2) Whilst we will do our very best to ensure that work is made available to your child as soon as it possibly can be, please understand that many teachers have very full days and do need time to prepare and upload materials for them. If your child has not received any work after 48 hours of any particular lesson, then ask them to contact their teacher directly via email to check where the work has been stored.
 - 3) If specific lesson work has not yet been uploaded then please ask your child to be pro-active and utilise the lesson time to complete any previous homework, do some active revision or continue to make progress with their class/coursework. There are links and reading lists included in the remote learning log for all the various subjects which should enable your child to extend their knowledge and develop their skills. In the absence of any other work please tell them to explore these links.

- 4) If your child is struggling with anything remote learning based, they could consult one of their peers in their first instance or perhaps ask you to assist. If after this they are still struggling they should use MS Teams or e-mail to communicate with their tutor, teacher or Progress Leader for additional advice/guidance or support.
- 5) We expect all our students to follow our rules for behaviour and conduct during online lessons as set out here. These expectations are also outlined on the final page of the remote learning log.

ONLINE BEHAVIOUR AND CONDUCT REMINDER

Please follow our expectations when you are engaging in online "live" lessons



- Be patient – computer issues can be frustrating, but please bear with teaching staff while lessons are set-up and are ready to commence.
- Keep your video switched off unless instructed to put it on by the teacher.
- When your video is switched on, ensure your background is blurred or an available preselected background.
- During live lessons you **must** mute your microphone  and only unmute it when you are contributing to the class discussion or are asked a direct question by a teacher.
- If you want to ask a question, raise your hand  and wait patiently.
- Don't interrupt others while they are speaking and be kind and respectful to one another.
- Do not flood the chat feed with unnecessary comments, this is not a social media platform.



Yours Sincerely,

Mr G A Hirst
Associate Assistant Head Teacher (Teaching & Learning)

Inspiring each of our young people to flourish

Crossley Heath School Academy Trust Limited • Registered company number: 8225755



www.crossleyheath.org.uk



[@crossleyheath](https://twitter.com/crossleyheath)



[crossleyheath](https://www.facebook.com/crossleyheath)