

Friday 8th January 2021

Dear Parents/Carers,

We have been really pleased with a majority of our students in terms of their access to work. Now we are settled in to a routine of setting, tracking and returning work, we would like to begin a move to 'live' seminars. Looking at research from other settings on the delivery of 'live' seminars, we have set up a process which we hope will be most beneficial for our students. We know that face-to-face teaching is irreplaceable, therefore, we hope to strike a balance between face-to-face support, alongside independent work.

'Live' seminars will involve the students logging on to Microsoft Teams and joining their class 'team' at the time indicated on the timetable that will be sent to them each week via email (this will also be available on each Year page on our website). The teacher will log in and will deliver a seminar to the students for the first part of the session. Following this, the students will be able to ask questions about anything they are not sure of. They will then be instructed by their teacher to leave the meeting and complete the work set on Teams independently. This whole process mirrors the lesson set up that students are used to in school ('Do Now', Shaping the Learning, Independent Silent Learning, Reflection). On occasion, the teacher may ask the students to return to the meeting at a certain time in order to check in on them. The teacher will notify the students of this during the meeting.

'Live' seminars will start for **NUSA16, Year 11 and Year 10 on Tuesday 12th January 2021**

'Live' seminars will start for **Year 7, Year 8 and Year 9 on Tuesday 19th January 2021**

We have had to balance the delivery of 'Live' seminars alongside the rota for Keyworker/vulnerable student provision, therefore, we are not able to offer a 'Live' seminar for every single lesson on the timetable. Work will continue to be set on Teams or on paper for all lessons.

We have clear expectations that will be shared with students during each 'Live' seminar, they are as follows:

During lessons:

- Students must listen to and follow the instructions of the teachers.
- The teacher will mute your microphone. They will unmute it to enable students to answer questions.
- If students have a question they can use the 'hand up' function on Teams
- All students will need to be sensible and considerate during the lesson.
- Students should be PROUD of their presentation. Use correct grammar and answer questions in full.
- Students should work to the best of their ability and stick to the deadlines set by the teachers.

Behaviour which does not meet the expectations of the school is not acceptable and will not be tolerated. If a teacher feels that a student is disrupting the lesson they will remove the student from the lesson. Parents/carers will be contacted if this happens.

All lessons are being recorded for safeguarding purposes.

I have attached some guidance for students on how to access the 'Live' seminars, however, we will also be holding 'Live' assemblies for each Year group to share expectations, details of our rewards system for completion of work at home and to answer any questions students may have.

The assemblies will take place on Teams as follows:

Year 11 - Monday 11th January 2021 – 12pm – Mr James

Year 10 – Monday 11th January 2021 – 10am – Miss Strawson

Year 9 – Monday 18th January 2021 – 12pm – Miss Malhi

Year 8 – Monday 18th January 2021 – 11am – Miss Hemm

Year 7 – Monday 18th January 2021 – 9:30pm – Mr Kirkby

A calendar invite for your child will be sent to them via email in order for them to join the 'live' assembly.

My child has a keyworker/vulnerable child space, will they access the 'Live' Seminars?

Yes, all students who are in school will join the rest of their peers on 'Live' seminars

We don't have access to a device at home?

We will continue to provide paper copies of work which can be collected from reception each day between 10-12pm. New work will be released each Monday for the week ahead.

If you would like to request a laptop please complete the survey link by Sunday 10th January at 5pm. We do not yet know when the laptops will be delivered or how many we will receive but we will let you know in due course.

<https://forms.office.com/Pages/ResponsePage.aspx?id=LULr9FO180SIVj4NhJCOuJ3I5BxLxw5AjCKkTPyHePBuOVZGR0tLUzVZT1UzRU9STRDTIVBM1AyOS4u>

If you have any questions, please contact your child's Head of Year or form tutor.

Take care,

Emma Howard

Head of School

Remote Learning Guidance - NUSA

All of your 'live' seminars will be conducted via Microsoft Teams.

A programme for each of the seminars will be sent to you via email every week and will also be published on our website on the Year group page.

To join a seminar, you will need to:

- 1) Log in to your school email with your usual email address and password
- 2) Go to the top left corner of the screen and click on the 9 dots
- 3) Click onto "Teams"
- 4) The Teams boxes displayed represents each of your classes. To check for any work that has been set, simply click on the relevant box.
- 5) For 'live' seminars, please click on the relevant class and click 'join the meeting'.
 - Once you have clicked 'join' you will be present in the seminar.
 - To avoid disruption please ensure your microphone is on mute unless instructed otherwise by your member of staff

Your tutors are available all week - please email them with any concerns or questions

****IF A STAFF MEMBER IS DOING ANYTHING DIFFERENTLY TO THIS, THEY WILL EMAIL YOU WITH CLEAR INSTRUCTIONS ON WHAT IS EXPECTED OF YOU****

There is an illustrated guide to this on our website – click here

https://www.novaeducationtrust.net/files/remote/NET_Logging-into-Teams_GUIDE.pdf