



31<sup>st</sup> December 2020

Dear Parents and Carers,

I write to you again following the update from the Education Secretary on the 30<sup>th</sup> December regarding the staggered return to on-site learning following the government's change in plan. The rise in Covid cases and our subsequent move to Tier 4, combined with the extensive work required to establish appropriate testing facilities in schools has led to a delay in the staggered start previously shared with you. Please see our revised plans below:

- Monday, 4 January 2021, **remains** an additional logistical planning day. There **will not** be any on-site or remote learning provision that day.
- Exam year groups (Y11 & 13) **will not return** to on-site learning on 5 January as previously stated, but will follow their normal timetables remotely from 5 January until their return to site on 11 January 2020. This remote provision will be delivered via MS teams and we will aim to live stream as many lessons as possible during this time, as per your child's usual timetable. We strongly recommend students adhere to the timings of their normal school timetable, including breaks and lunchtimes. Please find guidance on attending live lessons overleaf.
- Vocational examinations scheduled during the first fortnight of the new term **will go ahead** and vocational exam groups from both Year 12 and 13 will attend their final preparation sessions as planned. Students will be sent a reminder of their sessions directly to their school email addresses and we thank you in advance for supporting their attendance in preparation for these vital external examinations. Teaching rooms and examinations venues will meet Covid secure expectations and our usual Covid protocols will be followed.
- Vulnerable children will return to on-site provision on 5 January. Contact will be made with vulnerable children directly on 4 January by our pastoral team.
- Children of key workers will return to on-site provision on 5 January. They should bring in headphones and wear full school uniform. **Please note if both parents/carers are key workers and have no alternative childcare arrangements in place, you must register the need for your child to be in school by using the link below by 9am on 4 January 2021.**

[www.toothillschool.co.uk/keyworker](http://www.toothillschool.co.uk/keyworker)

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Telephone: 01949 875550 | Email: [contact@toothillschool.co.uk](mailto:contact@toothillschool.co.uk) | Website: [www.toothillschool.co.uk](http://www.toothillschool.co.uk)

Executive Head Teacher: Sandra Paley BSc (Hons), PGCE, MEd | Head of School: Christopher Eardley BSc (Hons), PGCE, PhD

- Remote education, delivered via MS Teams and the 'subjects' area of the school website, will be provided for all other year groups (Y7, Y8, Y9, Y10 and Y12) during the first **two** weeks of term, before a full return to school or college from **18 January 2021, one week later than previously stated.**

Thank you if you have already given consent for your children to participate in serial testing. Your promptness with this greatly helps our administration and preparation.

I will continue to keep you updated as plans and guidance develop further.

Best wishes for a safe and more certain 2021.

Yours faithfully,



**Dr C Eardley**  
**Head of School**

### **Live Streaming of Lessons Guidance**

It is vital that Microsoft Teams is used appropriately and we ask parent/guardians to be mindful of the following points and discuss them with your child:

- All live streaming lessons will be held solely through Microsoft Teams.
- **All live streaming lessons will be recorded. This means that they will be accessible later, so that all students have equality of access and opportunity, should they not be able to access the lesson live. Recording all live streaming lessons protects everyone.**
- All live streaming lessons will start after 8.30 am and end before 3.00 pm.
- Teachers will send invitations to lessons to their students via MS Outlook before 8:30 am of the day of that lesson. **These invitations must not be forwarded to other parties.**
- Live streaming lessons will only be held for groups of 2 or more students for safeguarding reasons.
- It is not appropriate for parents/guardians to take part in live streaming lessons but we ask that parents/carers know when the sessions are being delivered.
- Students should dress appropriately. Students should not wear sleepwear or revealing clothes. Clothes suitable for a non-school uniform day are appropriate for video conferencing.
- Video conferencing should not take place in a student's bedroom.
- Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video lessons. Ideally students should take part in the online lesson somewhere near enough for you to monitor, yet private enough to concentrate on their work.

- **Students must only enable their microphone when asked to do so by a teacher, but we do insist students do not share their video feed.** Teachers will also control this and switch it off as a precaution.
- Students may signal a need for help or to ask/answer a question by using the 'raise your hand' function in MS Teams.
- Participants will be made aware that the lesson is being recorded and that the recording will only be stored on our internal systems. Any pre-recorded or live lessons will be held within the Trust network and will not be posted on social media.
- Toot Hill School has ensured that online learning tools used during the COVID-19 pandemic are in line with data protection and GDPR policies.
- Students/parents/guardians, should not take photos, screenshots, record any video, or audio, from these conference sessions. If this does happen the school will follow its behaviour code of conduct.
- The same rules of conduct and behaviour will apply as apply in the classroom. Students should be polite and respectful at all times.
- Any breaches of the points above may result in students being immediately removed from the live streaming lesson, banned from all future live streaming lessons and further sanctions applied in alignment with the school's behaviour policy.