

28th September, 2020

Dear Parent / Guardian,

Thank you for your co-operation in ensuring that all year 8 pupils are now undergoing a period of self-isolation. We fully understand the implications of this decision for our families and fully value your support as we take steps to protect the health of our pupils and school community. It is important therefore that you ensure that your child follows the rules of self-isolation.

We will continue to provide education for your child while they are away from school. Blended learning lessons will start from Tuesday morning, 29th September via Microsoft Teams. A Teams meeting will be scheduled for your child at 9:00am on Tuesday 29.09.2020 so please log on promptly. Following that, lessons will take place according to your child's timetable and teachers will be available during these lessons to answer any questions about the work. Pupils will also receive work to complete during the day today on Teams and your child will be expected to check SMHW and Teams daily during the next two weeks to check for work. (See the live streaming guidance below.)

As you know from our letter which was sent on Friday, you have your child's learning resources at home (if not, contact the office giving details of what books or resources are missing). Also, if your child does not have access to a laptop, then please contact Mrs Nerys Vaughan (VaughanN9@hwbcymru.net), or Mr Omar Bechar (BecharO@hwbcymru.net) so that we can arrange the 'loan' of equipment to your child for the period of self-isolation.

Pupils are to be praised for their enthusiastic response to the resumption of learning since the beginning of the term. While self-isolating, it is important that your child continues to establish effective working arrangements and we urge you to strongly emphasise and support the importance of such organisation.

We will provide daily lessons and ask your child to commit to learning during these sessions, but we would also like to point out the importance of managing their screen time, to take regular breaks and get fresh air or exercise outside daily (within the boundaries of the home), all of which are vital to their well-being.

We have contacted the parents of pupils who are eligible for free school meals to share further arrangements in ensuring this provision.

We are here to support all of our pupils, and should you have any concerns or queries, please do not hesitate to get in touch.

Yours sincerely,





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Pennaeth : Mr Simon Davies



LIVE-STREAMING GUIDANCE

We would like to remind learners of expectations during live lessons:

Teachers agree to:

- provide 'live' sessions through Microsoft Teams when possible
- start the session 5-10 minutes before the lesson begins in order to start punctually
- inform learners about the lessons organised (by using the calendar in Teams) as well as the content necessary for that session (documents, presentations etc)
- discuss the roles and responsibilities and a short tutorial on the system at the start of every session
- inform the school's senior leadership team, learners and parents of any lessons cancelled or changes to the itinerary
- ensure that recordings of the sessions are not made public
- ensure that they receive the latest information regarding all the relevant policies and procedures, including online safety, safeguarding and data protection
- prevent a one-to-one situation at the end of an online class by disconnecting all participants from Teams.

Pupils agree to:

- prepare for the session in plenty of time and to join the session after a member of staff has started the lesson
- have the relevant files for every lesson beforehand and that the necessary resources are available to them
- ensure their device is charged from the main power supply, that they have good internet connection and that they are not too far away from the router
- choose an appropriate place to work where other family members will not be walking past or interrupting. They should explain to the family that their lesson is starting. Pupils should not be in their bedrooms.
- minimize interruptions. Turn off music, television, telephone, games console in the background. They should not affect the lesson experience for other pupils.
- dress appropriately for the lesson and treat the lesson as they would in school
- show respect to everybody in the online classroom.
- contribute positively to the class and avoid disruptive behaviour. Use the 'hands-up' feature to contribute or to type using the conversation tab.
- Parents can listen to lessons, support their child but they should not ask questions nor speak on behalf of their child
- All comments or questions should be relevant to the topic being discussed. Any inappropriate questions or comments in the chat function will be deleted.
- Behaviour in an online lesson should be in accordance to behaviour in any other lesson and the school's behavioural policy will be used to deal with any interruptions.
- Pupils agree not to make any recordings / images of the class nor the teacher.
- Learners agree not to start any live sessions without the teacher being present.

Permission to record live-streaming sessions



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Please note that the teacher can record lessons on Microsoft Teams. These recordings remain the property of the school and will not be shared with any other body unless there are safeguarding concerns. Live sessions will be treated in the same way as other personal data according to the school's data protection policies and GDPR. I understand that the Microsoft Teams sessions that I take part in will be recorded.



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