



St. Joseph's Catholic School and Sixth Form Centre

Ref: Distance Learning Update: 21/11/2020

Dear Parents/Guardians,

During the current Coronavirus pandemic, we continue to do our very best to offer your child a quality educational experience. It is quite likely that this will be a 'blended' provision, with most teaching taking place on the school site, but some taking place online during periods of self-isolation.

If a whole or partial year group is asked to self isolate:

- Pupils should complete **three** lessons a day. These should be the subjects on their normal timetable for each day.
- During a period of self-isolation for a whole or partial cohort, we will put the timetables for each affected year group on the distance learning section of the school website: www.stjosephscomp.co.uk. This is where you should go if you want to check what lessons your child should be doing on each day.
- The lessons will be 'taught' lessons. The teacher will teach and explain the content and the tasks in these sessions, either via a recorded voiced over lesson, a live audio stream or via the live chat function in Microsoft Teams. The class teacher will be available online during the timetabled lesson to answer questions and give feedback.
- The resources for each lesson will be put onto **Microsoft Teams** (we will not be putting the videoed lessons on the website as we have done previously). Microsoft Teams is accessed via HWB (<https://hwb.gov.wales/>). If your child does not know their HWB username and password, please contact the school.
- Your child will have been taught how to access HWB and Microsoft Teams in school. If they are unsure, there are links to take them directly to the relevant Teams on the school website.
- When your child goes into the Team for their subject, the lesson and all associated resources will be found in the '**Assignments**' section of the Team. Each lesson will be dated (for example: 23/11/20 8S1 ENGLISH)
- Once your child has completed the work for that lesson, they should submit it in the 'Assignment' section, so that the teacher can give feedback. This will allow us to monitor who is engaging in the distance learning.
- If your child has any issues accessing the work in Teams, please phone or email the school so that we can help get you connected.

If individual students have to self-isolate (not as part of a whole class or year group self-isolation):

- Students should continue to follow their usual school timetable.
- Each teacher, working with their colleagues in the department, will make sure that there is work available for isolating pupils to complete at home. These lessons will be prefixed with DL (for example, DL Year 8 English 1)
- These lessons will not be 'live' lessons as the teacher will be teaching the rest of the class in school. However, pupils should ask questions in the 'chat' area in the relevant Team if they are stuck. The class teacher will answer the question as soon as possible.