

21st October, 2020

Dear Parents and Carers,

Thank you for all your partnership work with us over the past seven weeks.

It's been a half-term like no other, starting in the summer with finalising the guidance for families and students based on the last minute changes by the Department for Education, the preparations by staff over the INSET days and then the establishment of the new routines with students and for you at home: *from checking face masks in the morning, to checking in on your child's mental and physical health*. In addition, we've all had to react and respond to the decisions by Government.

For this reason, please accept my gratitude for all the support you've given the school in ensuring that we can be as safe as possible, while providing as full an education as we can. Thank you.

Continuing risk assessment and review day: Friday, 27th November

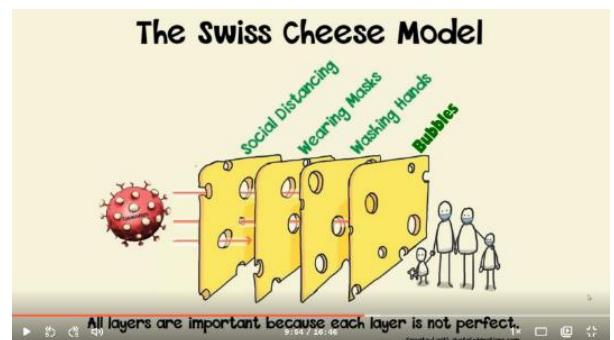
At its Personnel Meeting last week, Governors decided to designate Friday, 27th November as a risk assessment review day. On this day, staff will review processes and safety systems, evaluating their effectiveness, particularly in light of what may well be rising numbers locally.

In order to do this in sufficient detail, students will be set work to complete at home. Unfortunately, we will not have the capacity to provide in-school support on this day.

Maintaining effective safety in social situations: the Swiss Cheese model

Over half-term you may wish to reiterate with your son or daughter the reasons for us all to continue to adhere to the protective measures. In his recent assembly, Dr West referred to the Swiss Cheese model. It provides a clear picture of why we have a combination of approaches in school and in the wider community.

If you would be interested in watching Dr West's assembly, you will find it by clicking on [this link](#).



Coronavirus – half-term travel advice

You be aware that advice for travellers from certain areas within the UK and outside of the UK has recently changed and is continuing to change.

For the most up to date advice, refer to the following website <https://www.gov.uk/coronavirus>

Partial or Complete Lockdown

On the second page of this letter is a one-page summary of the arrangements in the event of a partial or complete lockdown. Please can you check the 'Next Steps for Parents' section.

Finally, I would like to pay tribute to the work of the staff at Waddesdon this half-term which has been second-to-none.

Yours sincerely,

Matthew Abbott, Headteacher

Remote Learning during a period of partial or complete Lockdown – Parental Guidance

What can you expect?

- We will provide students with a **blended learning experience**, incorporating Microsoft Teams lessons, SMHW lessons (with recorded elements) and opportunities for independent purposeful practice. Live teaching will be in line with the timings of the school day.
- Every day will start with a 'live' (audio or visual) form time at **8.30am**. This will last from 10 to 25 minutes and is an opportunity for students to check in with their form tutors.
- **Every 2nd or 3rd lesson will be delivered via a live Microsoft Teams lesson**. These will last from 15 minutes to the full hour. Students will be notified of these via their Teams/Office Calendar by 5pm the day before the lesson takes place.
- Every live lesson will be **recorded** and available for students to watch back.
- Staff will continue to use Show My Homework for **independent tasks** as well as live lessons.
- Teachers will respond to student questions via Teams **chat between 8.30am & 5pm**.

What do we expect of the students?

- Students are expected to **attend all** live lessons. An attendance **register** will be taken, so please email the school absence email address if students are unable to attend due to ill health or technical reasons.
- Students must use all aspects of Teams in an appropriate manner and follow the school and teacher **ground rules**.

Microsoft Office Teams Ground Rules:

- **Dignity and respect** at all times.
- Students are expected to **attend** live lessons.
- During a live lesson students must be **suitably dressed** and in an appropriate location.
- If using the TEAMS app students should blur the background.
- Students **must not** make their own recording or edit the recording made.
- Students **should not** have individual 1:1 video meetings with teachers.
- Students must follow their teacher's ground rules e.g. use of chat, cameras, microphones.

What preparation have we already put in place?

- Students have been provided with their **usernames and passwords** to access Office 365 and/or the Microsoft Teams App. Students who are still unable to access their accounts should contact Mr Purchase.
- Students have been **briefed** via year assemblies on the expectations for remote learning and ground rules. The information shared with students will also be posted on SMHW.

Next steps for parents

- **Check** your child has been able to access their Microsoft Teams account. If you have any technical issues or questions then please contact Mr Purchase (IT manager).
- Ensure your child has a **copy of their timetable** at home so they are aware of what lessons they will be doing at what time of the day.
- You could use online training videos/ resources to familiarise yourself with the Teams software, for example:

https://edudownloads.azureedge.net/msdownloads/teams_parents_quickstartguide.pdf

<https://cortexonemsedu.blob.core.windows.net/staticcontent/teams-demo/index.html#/2/1>

Mrs Branton, Assistant Headteacher Teaching, Learning and Continuing Professional Development