



## Distance Learning Update January 2021

### Pupil Information

As Wales finds itself again in a situation of national lockdown and periods of school closure and/or year group isolation is it **more important than ever that you participate in distance learning**. Remote learning is no longer optional – it is a compulsory part of school that must be completed daily.

We have listened to your views on distance learning and from January 2021 there will be a few changes to our distance learning:

1. The day will begin with online Teams registration with your form tutor at **8.30 - 8.45am**. The daily invite will be sent to you by your form tutor. This will be a wellbeing check-in and ensure that you are ready and set for work. Form tutors and your Head of Year will contact pupils who have not engaged in the registration/wellbeing sessions.
2. Lessons will follow your normal timetable schedule - **Lesson 1 will begin at 8.45-9.30am** to allow for the registration period. The rest of the day timings remain the same and will follow your timetable

Lessons activities will be uploaded onto teams at the beginning of the day.

Lessons will include either a **brief video introduction and explanation** of what is expected in the task(s) or will be **live partial lessons via Teams conference** that your teacher will invite you to. Invitation to live sessions will be sent to you 24hours prior to the live session. If for any reason you are not able to access the live session e.g. because of ICT issues, you must message your teacher to explain. The session will be recorded and later uploaded by your teacher to the Team class.

3. You may communicate with your teachers via teams chat during live sessions or email. Your teacher will reply to you during school working hours (8.30am – 2.45pm)



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## **Pupil Lockdown Advice**

- ✓ Get up and dressed by 8.30 at the latest so that you're ready for the 'school day' and wellbeing sessions
- ✓ Arrive on time for your daily registration session at 8.30 - 8.45am. You can check in with your form tutor and Head of year to ask any questions. \*Please read the protocols for wellbeing sessions
- ✓ Organise a suitable, quiet area to work where there are minimal distractions (e.g. no television)
- ✓ Check Teams first thing to organise tasks for the day – check if you have any live lesson invitations
- ✓ Remember to follow your normal timetable and complete the activities set by your teacher. You must upload the finished task to your teacher by the deadline.
- ✓ Please feel free to contact your teacher either through Teams or email if you have an issue with your work. Teachers will only reply to you during school hours 8.30am-2.45pm.

## **\*Live Registration and Learning session protocols**

1. You should attend all sessions, making sure they are ready to log in on time for the sessions.
2. A team invitation for registration will be shared to your form group by the form tutor. Invitation for live lessons sessions will be sent 24 hours prior to the timetabled session by your teacher
3. If for some reason you are unable to make the registration session or live learning session, you must contact your teacher through email or team chat to let them know.
4. A register will be taken for each live session.
5. You do not have to wear school uniform to the session, but you should be properly dressed in appropriate clothing.



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6. Expectations of behaviour are exactly the same as in the school classroom. Poor behaviour could lead to you being removed from the session.
7. You should ensure that you are in a suitable location with an appropriate background for a school situation.
8. You should be prepared for every session, ensuring that you have all necessary books, notes, resources and materials to hand.
9. You should also make sure that you have sufficient battery charge, power leads, etc.
- 10. You should always join the session with your camera turned off and the microphone muted.**
11. Once attendance has been recorded your form tutor will explain how the session will run. You will be asked to contribute to the session in different ways depending on the content of the session. E.g. Teams Chat
12. The sessions are prepared for specific learners and should not be shared or viewed by anyone else beyond the designated year group of Cefn Saeson Comprehensive School.
13. In line with Welsh Government guidance, all sessions will be recorded.



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