

# CITY OF DERBY ACADEMY

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Headteacher: Mr P Smith



Wednesday 13<sup>th</sup> January 2021

Dear parents/carers, staff and students,

## URGENT - Remote Learning Update and Expectations

I would like to take this opportunity to thank each and every one of you for the part you have played in CODA's remote learning to date. The school vision of 'improving the life chances of all students' is at the heart of everything we do and we want ensure that your child is not disadvantaged as remote learning extends over a longer period of time.

I am writing to you all to update you on significant changes to our Remote Learning expectations. These changes will start on Monday the 18<sup>th</sup> of January 2021.

### Remote Learning for your child:

Your child will follow their normal timetable. Your child should be following the standard school day and it is my expectation that students attend a full school day, virtually. Teachers will conduct live and interactive lessons, via Microsoft Teams **in all year groups, for every lesson**. This also includes Year 11 who will still need to be accessing learning for their assessments later on in the year.

Teachers will be present on Microsoft TEAMS for **every lesson**. Teachers might:-

- Conduct a totally live lesson
- Set up a pre-recorded lesson and revisit the learning at the end of the session.
- Start learning off and revisit the learning at the end of the session.

Teachers will also be available to answer questions during lessons or may ask students to do an independent activity but again be present on TEAMS to support students.

In essence the school day for all members of the community has not changed and will remain the same as it was before Lockdown.

Students will be able to access their lesson through their calendar. Teachers will be setting up invites for each lesson. There are guidance documents on the school website if you require them.

If you are worried about screen time, this does not mean your child will be 'on-line' for the whole day. Students will be asked to complete tasks independently in lessons as well.

### The Timings of the Day:

| Time          | Activity   |
|---------------|--|
| 08.50 - 09.00 | Form Time on TEAMS                                     |
| 09.00 - 09.50 | Lesson 1 on TEAMS                                      |
| 10.00 - 10.50 | Lesson 2 on TEAMS                                      |
| 11.00 - 11.50 | Lesson 3 on TEAMS                                      |
| 11.50 – 12.30 | Lunch Break  |
| 12.30 – 13.20 | Lesson 4 on TEAMS                                      |
| 13.30 - 14.20 | Lesson 5 on TEAMS                                      |
| 14.30 - 15.00 | Additional catch-up sessions. Details to be confirmed. |

As a reminder the week commencing the 18<sup>th</sup> January 2021 is a week 2.

### **Attendance during Remote Learning Expectations**

Attendance to all lessons and form time is an expectation. Teachers are covering new curriculum content, so attendance is vitally important. Teachers will be taking registers in every lesson and student on-line attendance will be monitored by staff. Parents will be contacted to offer support where children are not accessing learning. We understand many of you, like us, are balancing our own personal arrangements but it is important students access all lessons.

If your child is unable to access Microsoft Teams can you please contact the school urgently so we can discuss how we can support your child with learning. The solutions could include CODA lending devices (where appropriate) or accessing our current in-school provision.

If your child needs additional equipment such as paper and pens can you also contact the school so we can support you.

If you have any questions, please do not hesitate to contact the school as soon as possible.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'P. Smith', is positioned above the typed name.

**Mr P Smith**  
**Headteacher**



# GETTING STARTED WITH REMOTE LEARNING - PARENT ADVICE

