



Tuesday 28<sup>th</sup> April 2020

Dear Parents and Carers,

As the lockdown enters its sixth week with no definite end-date yet in sight, our efforts to adjust to the situation on all sorts of levels are necessarily ongoing. Thank you to all parents who have fed back on our use of learning platforms and Microsoft teams – it has been very helpful and informed our discussions on how to improve our provision.

To date over 500 students have registered to use Microsoft Teams and engage with the MS Teams timetable available for each year group. Please can all parents ensure their child logs onto teams. As a school we are committed to using a combination of MS Teams Timetable and work set by subject teachers to be completed at home; the aim is to ensure that students can use their time productively and make good progress. Teachers will also be reviewing completed work in order to provide feedback to students.

We understand that some students will be prevented from using MS Teams due to limitations on wifi/Broadband. We will continue to set all tasks on both MS Teams and DODDLE so that families can choose which is the best learning platform to use. Whilst work is set on Doodle and Teams, students will need to be aware that the majority of work will need to be submitted on Teams unless specified otherwise. Please do refer to the FAQ at this end of this letter which will hopefully address any remaining concerns or questions.

At Cox Green we find ourselves in a rather challenging situation - nearly 10% of the cohorts do not have access to online platforms so work set must be printed and sent home. Whilst I do understand that some of our learners and their parents would like to see live, on-line lessons and discussions, we must, as a school, ensure that these students are not further disadvantaged as a result of lack of access to IT facilities, whilst at the same time adhering to the strict protocols surrounding safeguarding and Data Protection. We also know that some educational establishments have tried to replicate the classroom environment, only to find that this unsustainable due to teaching and support staff having family members self-isolating or managing their own childcare needs.

Given the uncertainty regarding the current situation, it might be helpful to circulate some information about promoting positive wellbeing and mental health. You may find the resources listed below useful. Please be assured that our SAFE and pastoral teams are also available to provide support and a letter from the SAFE team will be included in this week's newsletter.

- [www.youngminds.org.uk](http://www.youngminds.org.uk) : this addresses mental health in relation to all aspects of the impact of the pandemic.
- [www.mind.org.uk](http://www.mind.org.uk) is the equivalent resource for older teenagers and adults.
- [www.mentalhealth.org.uk](http://www.mentalhealth.org.uk) has a specific article about parenting during the coronavirus outbreak as well as information about managing isolation.
- [www.childline.org.uk](http://www.childline.org.uk) has put together a toolbox for younger teens to use to explore their emotions in relation to their experience of isolation and the impact of the pandemic
- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) is an education programme from NCA-CEOP, a UK organisation which protects children online and off line. There is a support pack for parents on the homepage called #online safety at Home activity pack.

Yours sincerely

Frances Walsh  
Headteacher

Frequently asked questions/concerns:

1. My child is unable to access Microsoft teams
  - Please go to <http://cgss.co/homelearn> for information and instructions on how to join a class in Microsoft teams. If this does not help please email your child's Head of Year who will ask the IT Helpdesk to provide further support.
2. Some work is set on Doodle, some on Teams – which should I use?
  - All work is being set on both DODDLE and MS Teams. We have asked to ensure that this is duplicated so that families can choose which is the best platform to use based on their own personal circumstances.
3. Can I access the lessons on other devices?
  - The chat facility for lessons can be accessed via a smart phone – students can download the APP and then follow the same instructions to join a class.
4. Microsoft teams shadow timetable – does this mean there is only one teacher available to support the whole cohort at that time e.g. year 8 English is Thursday 9.15-10.15?
  - Microsoft teams is set up by teaching group and staff who are allocated to teach a class will be available to engage with students. The questions asked by each student are then stored on the “chat” with the teacher response so that all students can access the support.
5. Can my child contact a member of staff at a different time to the lesson timetabled on MS teams?
  - Staff will be available on MS Teams at different points throughout the school day. MS teams sends a notification to the member of staff that a message has been received and staff will endeavour to respond as soon as possible. Students can also contact their teachers via email. Please note: FOR SAFEGUARDING PURPOSES, STUDENTS MUST ONLY CONTACT TEACHERS USING THEIR SCHOOL EMAIL ADDRESS. Staff have been advised not to respond to personal email addresses.
6. My child is finding it very difficult to access all the workbooks/PPTs/documents being sent.
  - As the process of home learning develops the staff are becoming more familiar with resources to support learning. All staff have been asked to ensure that work is appropriately differentiated – if this is not the case please email the class teacher who will be able to provide further support.
7. My child is finding it difficult to access the work as the content is very “heavy”. Are there are other resources which could be used to support the learning.?
  - Where possible staff will reference resources other than PPTs/ workbooks to support the learning taking place.
  - The Government has launched the Oak Academy (20/04/20) with resources for all cohorts from reception through to Year 10. The Academy offers a variety of online lessons which can support learning being asked of students – <https://www.thenational.academy/online-classroom>; BBC Bitesize has also relaunched its site today with some excellent online resources - <https://www.bbc.co.uk/bitesize>

8. My child is concerned that he /she will be in trouble as the teacher has said "Anyone who does not complete the work will be followed up with emails home to parents."
- As mentioned previously the majority of our students have engaged with the learning activities on offer. Where a student has not attempted to engage, contact may be made to ascertain what is preventing the student from accessing the work and to provide support if necessary.
  - Like you our concern is to support all our students in this challenging situation and we are very grateful to parents for all the support and encouragement you are providing. We understand that not all children have access to their own computer facilities and that younger siblings can also be distracting.
  - Please do let us know of any concerns by emailing your child's Head of Year or Form Tutor.
9. Will my child receive feedback on work completed?
- Where possible, activities set have included mini-quizzes and tests to ensure that students receive immediate feedback. Some PPT will also include answers so that students can self-assess.
  - Longer project activities will have deadline dates and feedback will be provided when these are submitted.
  - Some tasks will have specific submission dates so that staff can feedback. This will be dependent on the subject.
  - Staff would be very happy to receive photos of work to review although there is a free scanning app which could support this.
    - [https://free.pdfconverterhq.com/index.jhtml?partner=%5eCAM%5exdm106&s1=47657240612&gclid=EAlalQobChMI0ICw7rH26AIVPYQBh1Ziw6MEAAAYASAAEgJaevD\\_BwE](https://free.pdfconverterhq.com/index.jhtml?partner=%5eCAM%5exdm106&s1=47657240612&gclid=EAlalQobChMI0ICw7rH26AIVPYQBh1Ziw6MEAAAYASAAEgJaevD_BwE)
10. How often should my child log onto MS Teams?
- All students should follow the MS teams timetable for the year group and aim to be available for these lessons. Students can log on at any time if they want to message a member of staff and ask for help - staff receive a notification a message has been sent and will know to respond.