



Tuesday 4th May 2020

Dear Parents and Carers,

Thank you for your positive engagement and encouragement in recent weeks. It is really pleasing to see the increasing engagement of students in home learning – from the completion of online tasks, engaging with MS Teams sessions, completing work on DODDLE as well as on paper. We want to congratulate the students on their efforts but also want to also acknowledge all the parental support. A recent tweet from a former Ofsted inspector described his own experience as challenging but also wanted to give a boost to other parents – there are no right or wrong actions and all of us fully appreciate that there are many challenges when it comes to supporting young people to keep focused on schoolwork, especially in these difficult times :<https://www.bbc.co.uk/news/business-52458237>.

Thank you also for all your questions about home learning – the answers to the most common questions can be found at the end of this letter and have also been added to our **home learning** section on the website – we will continue to update these on a weekly basis.

One of the key requests from parents has been to ask that information, in particular power points are made more accessible to students. As a result, we have asked all staff where possible to include a voiceover on power-points. If you do have concerns regarding individual subjects, please do email the class teacher who will be happy to provide further support.

To date Heads of Year have been in weekly contact with their year groups. We have now asked Form Tutors to make regular contact with tutees so that we can continue to offer wider pastoral care. Please do encourage your child to share any pieces of work they are particularly proud of so that we can also celebrate their engagement.

Please can I draw your attention to the **Cox Green Careers – Labour Market Information - Careerometer –ONLINE NOW** which was referenced in the school newsletter. This is a fantastic resource which can help students consider what steps they might need to take for future careers.

Finally, please can I draw your attention to our new app for online communication which will replace the current INSIGHT app. Parents who participated in a trial described it as easy to navigate, user friendly and a huge improvement to the current system. The information on how to register on the EduLink One system can be found here: <http://www.coxgreen.com/d/letter/2019-20/Edulink%20Current%20Pupils.pdf>.

As always, please do look after yourselves and we will look forward to welcoming your child back to school on our return.

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=EAlaIqobChMI0ICw7rH26AIVPYQBh1Ziw6MEAAAYASAAEgJaevD_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.