



# St. Joseph's RC High School

## Ysgol Uwchradd Gatholig Joseff Sant

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**Headteacher/Pennaeth:** Mrs J Jarrett BA(Hons) M.A NPQH

22 October 2020

Dear Parent/Carer,

### **Re: Distance Learning for Year 13 Monday 2nd November to Friday 6th November**

Following on from my letter regarding the First Minister's 'fire-break' announcement, I would like to outline what your child's learning will look like the week commencing 2 November.

#### **Distance Learning Timetable**

During this week, your child will need to follow the timings of their normal timetabled lessons. This is for three reasons:

1. Teachers will be available on Google Classroom, at that specific time, to answer any questions that are posted on the Stream or on the Private Comment facility.
2. Live sessions have been scheduled to take place at specific times on your child's timetable during the week. These sessions are highlighted in yellow and, in most instances, they will be an opportunity for teachers to check in with your child and their class, to reassure them, allow them to ask questions and check understanding of a specific task or concept. The length of these sessions will vary: they may last an hour or less than an hour. It will depend on the needs of the class and the individuals within the class.
3. Your child's engagement in their work and attendance at live sessions will be monitored and, where appropriate, reported on.

When there is a timetabled live session this will be highlighted in yellow in your child's timetable at the end of this letter. However, your child must check the Stream of their Google Classrooms for updates from their teacher regarding the specific time of a live session and what work will need to be completed prior to the live session. The teacher might also suggest what resources your child might need to have for the live sessions.

When there is not a timetabled live session, your child should be using the resources on their Google Classrooms to complete the tasks set. Resources will include pre-recorded Loom lessons, where teachers explain tasks and model what is expected of them. Surveys of pupils and parents have indicated how useful they have found these resources to support learning.

Your child is very familiar with their Google Classrooms. However, you can refer to our guide which is available through this link: [Student and Parent SJHS Guide to Google Classroom](#).

Your child should already have joined the Google Classrooms for each of their subjects. However, for any classrooms your child may need to join, please follow this link for a list of all

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the [Google Classroom codes](#). In each classroom, they will find the resources they need and any assignments which need to be completed.

In order to further support your child over this period of self-isolation, please click [here](#) for the link to our school website's 'Fortnightly Learning Plan' page. This document will provide you with an overview of the work your child will be completing over this period.

### **How to Access Live Sessions**

While your child will be used to working on Google Classroom, they may not have had the opportunity before to be involved in a live session. Please click [here](#) for a video to explain this process. Alternatively, follow the step by step instructions below:

- Your child will need to log into Hwb ([hwb.gov.wales](http://hwb.gov.wales)) using their Hwb username and password (which is different from their school username and password).
- Your child's form tutor will be checking that all pupils have their Hwb username and password this week.
- All live sessions will be delivered through Hwb, through Microsoft Teams.
- Once your child has signed into Hwb, they navigate to Office 365 and to Teams. They select 'web app'.
- Once in Teams, they select the 'team' for their class and join the meeting from there. They can also go to 'Calendar' where they can click on the correct lesson and join from there.
- On entering the live session, the camera and microphone should be turned off. The teacher will tell pupils when they are allowed to turn on their camera or microphone.
- In line with Welsh Government guidance, and stated in our AUP, all live sessions will be recorded.

If you experience any technical issues with this process, please contact: [techsupport@sjhs.newport.sch.uk](mailto:techsupport@sjhs.newport.sch.uk)

### **Expectations of Pupils in Live Sessions**

- Attend all live sessions and be punctual. If your child is unable to attend, they need to message their teacher on the Google Classroom Stream or Private Comment.
- Appropriate clothing must be worn.
- Expectations of behaviour are the same as in a classroom in school. Poor behaviour may result in your child being asked to leave the session.
- Your child should set themselves up in a communal area, if possible, for example, living room, dining room or kitchen.
- Your child needs to check the Stream before their live session so that they have the relevant resources.
- Ensure your child's device is fully charged or plugged in to an electrical source.
- Your child will need to join the live session with camera turned off and microphone muted. Teachers may ask them to turn the camera or microphone on at certain points during the session.

### **Form Tutor Wellbeing Live Sessions and Form Google Classrooms**

As well as a number of opportunities for subject live sessions, there is also a 'form tutor wellbeing session'. This is a chance for your child to check in with their form tutor and the rest of their form class to share how they are coping with their distance learning and to raise any concerns.

Please remind your child that they also have a Google Classroom for their form class where they can post messages to the rest of their class on the Stream or where they can use the 'Private Comment' facility to message their form tutor privately.

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I know for some students and their families, the prospect of learning at a distance from school for a week, will create heightened anxiety. However, please be assured that the academic and pastoral provision we have put in place is planned and practised to the best of our ability. Please remember that you can contact us if you have any questions or concerns.

Contact details		
Head of Year Sixth Form	Mr Ryan	<a href="mailto:jryan@sjhs.newport.sch.uk">jryan@sjhs.newport.sch.uk</a>
IT support	IT Support Team	<a href="mailto:techsupport@sjhs.newport.sch.uk">techsupport@sjhs.newport.sch.uk</a>

I am grateful for your continued support as we work collectively to keep everyone safe, while providing continuity in learning. I wish you and your families a restful, and safe, half-term break and will continue to keep you all in my prayers during these coming weeks.

**Mrs Jarrett**  
Headteacher

### Distance Learning Timetable: Year 13

YEAR 13						
Lesson	Times	1 Mon	1 Tues	1 Wed	1 Thurs	1 Fri
1	9.00 - 10.00	OPTION A	OPTION B	OPTION C	OPTION D	OPTION E
2	10.00 - 11.20	OPTION A	OPTION B	OPTION C	OPTION D	OPTION E
BREAK	11.00 - 11.20					
3	11.20 - 12.20	OPTION D	OPTION E	OPTION A	OPTION B	OPTION C
4	12.20 - 1.50	OPTION D	OPTION E	OPTION A	OPTION B	OPTION C
LUNCH	1.20 - 1.50					
FORM	1.50 - 2.10			FORM TUTOR 'DROP IN' WELLBEING SESSION		

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