



5 January 2021

Dear Parent/Carer

Welcome back to the new academic year.

As indicated in last week's communication from Mr Shapland, we would like to provide further information about the period of remote learning for students, from Tuesday 5 January.

### **Accessing remote learning**

Where possible, students should have a quiet place to work, with access to a computer, laptop or other device.

Their work will be set via Google Classroom and Google Meet, both of which can be accessed via a phone if no other device is available; we would advise that if students need to use a phone that all apps that they do not need for study are turned off to minimise distractions.

If your child is unable to access the internet, please let us know as quickly as possible on [admin@ashlyns.herts.sch.uk](mailto:admin@ashlyns.herts.sch.uk).

All Google Meet links and other resources will be set via Google Classroom and the students will follow their usual timetable.

### **Morning registration**

Your child should log-on to their Year Group Google Classroom page at 8.35am each morning, to read any notices and register using that day's Google form, and then to check their lessons for the day. Your child's first lesson at 9.00am will also include a live registration, which will allow us to identify swiftly where students have not signed on to learning for the day, or are having IT issues; we will also notify parents if this is the case. Parents of students who are 'missing' from that registration will be alerted via the attendance officer, to enable parents to support their child with logging-on or contact us for any troubleshooting support needed.

### **Remote attendance**

Students should work for the full school day during this period of remote learning. Attendance is expected during all live lessons, and they are expected to complete work and tasks set in the live lessons and on Google Classroom in the same way as they are in school. Lessons will be scheduled for 9.00am, 10.00am, 11.20am, 12.20pm and 2.20pm.

If your child is ill and will not be able to complete work, please follow our usual attendance procedure.

### **Remote lesson protocols and expectations**

Lessons, including tasks set for students to complete independently, will last for around 45 minutes of the timetabled school hour; this is to allow short screen time breaks for students and to enable teachers and students to set up for their next class.

Teachers will make use of Google Meet to provide live teacher exposition and task setting for students; instructions for students on this and other aspects of remote learning are contained within the code of conduct and protocols document, which can be found here: [Student Virtual Learning Code of Conduct](#).

We would be grateful if you could go through this with your child carefully, including those students who will be attending our on-site provision as they will be accessing the same lessons as those at home; for this reason these students should bring headphones wherever possible.

### **In-school provision for vulnerable students and children of critical workers**

Those parents who have contacted us to book provision in school will receive a separate letter today with further information. Any further enquiries regarding booking places should now be directed to [admin@ashlyns.herts.sch.uk](mailto:admin@ashlyns.herts.sch.uk). Details of eligibility can be found here: [Definitions of vulnerable children and critical workers](#).

Should you have any queries please contact us via the school office in the first instance.

Yours sincerely



Mrs R Kingston  
Assistant Headteacher