



14 October 2020

Theale Green School

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Dear Parent / Carer

Theale Green School has been working to ensure that we are ready in the event of any whole or partial school closure. I wanted to share with you the work that has been going on and how this will take shape in the event of any closures. We have learnt much over the course of this year and we have taken much from the national lockdown to improve our provision.

This letter outlines the way that we will continue to support your child with their education if there is any form of a school closure. We will aim to have a continuation of their curriculum and support the progress of your child in their subjects. There is also an infographic attached with this letter to summarise.

How will my child receive notifications about their work?

Your child will be set work on Show My Homework. This will go for any form of closure. However, if your child is self-isolating then the subject teacher, or another subject teacher, will email work directly to your child's school email address. The email will contain daily work or work for the entire self-isolation period.

How will my child submit their work?

Each class has been set up with an Office365 Class Notebook. Your child can login to this using their normal school email and password. They just need to go to www.office.com and sign in. They then can access their Class Notebook by clicking on One Note and/or Microsoft Teams. Teachers will direct students to this in the event of a closure. Students have been shown how to do this via their ICT lessons and/or through a tutor presentation. Most subjects are also setting some demonstration work via this application. The remainder of work will still be set on Show My Homework. The two exceptions to this will be;

- a) if your child is self-isolating then they are likely to be asked to email the work directly to the teacher and
- b) part year group closures are likely to receive work directly on Show My Homework.

Will my child's work be marked?

Marking will take place on the work through the Class Notebook, so students will be able to receive feedback on their work if they submit it through this system. Teachers cannot mark and comment on every lesson's work, and in normal school times, teachers do not mark every piece of work. Teachers will plan and mark work that was planned to be marked for all students and this will not necessarily mean "classwork". So, yes, teachers will mark and comment on work as they normally would.



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Schools

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 - Bicester Technology Studio
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 - UTC Heathrow
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 - UTC Reading
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How can I support my child?

There are currently two support videos on the school website under the Parent section via the following link <https://www.thealegreen.w-berks.sch.uk/parent-help/>. There are videos to show how a student can login to Office365 and how you can login to Show My Homework. These two videos can help you guide your child with accessing their remote learning. You will also be able to see any work that has been set via the parent Show My Homework application.

What else will the school do to help?

Subject teachers are showing students how to access Office365 and Class Notebook. They may even set a simple homework, via Show My Homework, to get students used to using the software. Tutors have also shared a presentation on how students can access Office365 and Class Notebook, so that they are fully aware of how this tool can be used. We are also continually reviewing and revisiting our systems for school closure.

Will my child receive live lessons?

In the event of a full school closure, live lessons or recorded presentations, will be prioritised for key stage 4 and 5 learners. This is to support staff managing the challenges of working from home whilst delivering the best possible teaching in the circumstance. In the event of a full year group closure but the school remaining open, then teachers will continue delivering lessons from the school during the normal timetabled session. This may be in the form of a live lesson which will be run through Microsoft Teams or Zoom. Teachers will provide links to any live lessons through Show My Homework.

How is the school supporting with home ICT access?

We have already completed a parent survey about ICT access, and we are working to ensure that every family has access to at least one home laptop or tablet. This is only possible due to the donations from local companies and laptops from the DfE. We are working on a needs basis and are limited by the amount of donations that we have. We are also aware, from the previous closure, who may need work printed. If you did not complete the survey about ICT access in your home, and know that your child does not have access to a laptop or tablet, then please complete this form:

https://forms.office.com/Pages/ResponsePage.aspx?id=CLXERj9hfkKUaS1o25M2AztIGvTbkoRAhTX_OxxuNDpUMEdONkEzVU0yVEw1VUQzV0lPU0dJSE5CUy4u

What happens if several teachers are ill and self-isolating?

The school has a clear system that means some year groups can be taught, in a COVID safe manner, in full accordance with our detailed risk assessment, in the main hall. Wherever possible, lessons will still be taught by subject specialists, albeit in the large hall space. Each subject is preparing lessons that can be taught in this manner so that we can keep the school open in the event of some staff absence.

I hope that this letter helps you to understand how the school has prepared and developed its remote learning provision. This is a new and unknown situation for all schools and Theale Green School has worked to ensure that we have a system that supports all in the event of any form of closure. We will continue to learn as we move forward, and continue to refine these systems as we put them into practice.

Thank you for your ongoing support

Yours Sincerely,

Mr P Taplin
Assistant Headteacher

Stages of Home Learning

There are many possible scenarios pertaining to home, or blended, learning and the table below summarises the procedures and systems for each stage. This relates to the main stages depending on different school closures. The diagram tries to simplify down the main closures and blended learning plans. Whilst any particular day may be different, the plan below, whilst not certainty – is the aim.

