



Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal of Primary
Mrs Bishop - Principal of Secondary

Maritime House
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6th January, 2021.

Dear Parent

Remote Teaching and Learning and Pastoral Support, January 2021

Thank you so much to all of you for your support of all the changes that we have put in place in response to the new partial closure of schools. The way that the whole Academy community has been able to adapt and be versatile has been amazing.

I just wanted to take the opportunity to clarify some of the protocols that we will put in place to support our students during this period.

Morning Live Tutor Time Sessions

I know that you share our eagerness to support our students' well being and the need to **keep good routines** and habits. From **Thursday, 7th January**, we will be holding **live daily morning Tutor Time** which will be accessed remotely and in person using the google classroom via the **google meet** function. In order to join the meeting, all a student needs to do is go to their **Tutor Classroom** and click on the meet link on the home page as per the image below:



In addition to being a **sociable and connective** way to start each day, the google Tutor Time will be an opportunity for students to catch up with key priorities, opportunities and celebrations via the DMB, and for Tutors to talk through the timetable for the day ahead. This will also mean that students **will not miss** out on an opportunity to join any live sessions that may be scheduled for that day. We have off-set the timings of Tutor Time such that:

- 08:30 - Year 7-9 Tutor Time
- 08:45 - Year 10 & 11 Tutor Time

We would ask that all students initially enter the meeting with **cameras and microphones off** in order for the teacher to be able start Tutor Time off in a calm and positive manner. Please be aware that sessions **are recorded** for safeguarding purposes.

Timetable and the setting of work on Google Classroom

We will continue with the setting of work on our established Google Classrooms as we have done since the partial closure of schools in March and which we have run alongside our in-person provision since the reopening of schools in September.



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In order to maintain continuity, we will be sticking to students' **existing timetables** that they would follow in school. **This week is 'Week B'**.

To support parents we are launching the **SIMS Parent app** and you will have received a letter regarding this earlier today. Once connected with this you will be able to **access your child's timetable** and know what lessons they should be "**attending**" each day.

As outlined above, students' lessons will follow their normal school timetable and their teachers will be available then to support. In order to keep the curriculum effective and engaging we will take a **blended approach** with a mixture of **live and pre-recorded** direct instruction teaching **via google meet** from staff, or perhaps a **live top and tail** style lesson that supports **with an** introduction to the work, supervision and feedback session at the end, alongside other lessons and platforms such as **Seneca, MyMaths, Mathswatch, Linguascope** among others. We believe this model is most beneficial to support students' learning. All lessons and google meet links will be accessible through the subject Google Classrooms. The decision for delivery of a live, recorded, top and tail or independent lesson is at the discretion of the class teacher.

Online expectations

Expectations of Students in lessons online are the same for Students in class, and in line with the **'Internet & Acceptable Use Policy – Students'**.

- To clarify the more pertinent safeguarding points for live video lessons we would welcome parental/carer support on the following:
- Students Should be dressed as they would do to leave the house (for example not in pyjamas). They do not need to be wearing school uniform.
- Students should be preferably sat at a desk/table, in a quiet area of the house (preferably not their bedroom) and free from distractions.
- Students should not photograph or record any section of the session under any circumstances. Doing this will result in instant removal from any further live lesson opportunities.
- Students should be respectful of other Students in the group, and use appropriate language for the classroom environment.
- Only the Students themselves should be joining in with the lesson, no other family members should be involved. This cannot only be distracting for everyone but also is inappropriate for parents to be viewing other Students in the group.

Etiquette for Live sessions

- Camera – you should switch off your camera when you join any live **subject session**.
- Microphones – at the beginning of the session, you should ensure your microphone is muted – Do not turn on your microphone unless your teacher allows you to.
- Pastoral/Tutor Sessions – for live sessions run by your tutor, you may be allowed to use your camera. However, you should start with your camera off and not turn it on unless the teacher expressly instructs you to do so.



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- Questions during live sessions – if you have any questions during a live session, these should be typed into the chat unless the teacher has given you different instructions. Questions should be relevant to the session – if you have other questions, save these until the end when your teacher may give you the opportunity to ask them. Alternatively, email the question to your teacher.
- Preparation for sessions – you should ensure that you join the session promptly – have your computer/device ready 5 minutes before the start time, and join the meeting before it is due to start.
- Work prior to sessions – teachers may give you an activity to complete prior to the live session. You must make every effort to ensure that you do this before joining, although if you have not managed to complete the work, you should still join the session.
- During a live session
 - a. You should use a headset or earphones/headphones to maintain focus on the session. Sound from the live session should not be output from computer speakers.
 - b. You should focus only on the live session and not engage in other activities.
 - c. You should not use any other chat, video, or audio facility during the live session (including but not limited to with your peers)
- Any bullying during or after a live session, particularly via online chat groups will be taken extremely seriously. All students have a duty to report this at the earliest opportunity.
- If anything happens during a live session that causes you concern or anxiety, please email your tutor to report this in the first instance.

Homework

During this period of partial closure with many students working at home, we will be suspending the **monitoring and checking** of our normal KO, reading maths homework schedule. Though these three elements remain incredibly important to our curriculum, we will not expect students to upload evidence of having done this and we will not be collecting in sores for KO quizzes. Of course, we would like students to still engage and share any hard work in these areas with their tutors we would encourage and reward them for that.

Should you have any questions or logistical queries regarding learning and pastoral support, please contact us using the Contact Form on the Academy web-site.

Thank you once again for the amazing way that everyone in the Atlantic community has worked together in very difficult and different circumstances to allow our students to keep on learning. They amaze us every day with their strength of character, their commitment and confidence.

Yours faithfully,

Alison Winsborough
Assistant Principal (Teaching and Learning)