



A SCIENCE & ENGINEERING ACADEMY
& SIXTH FORM

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Principal & Chief Executive: Mr L M Barber

Date: 02/10/20

UTCW Blended learning approach commencing Monday 5th October

Dear Parents/Carers,

I am writing to you to provide some additional clarity about the online lessons that will be provided for all students from Monday 5th October and the blended learning approach that we will be adopting until Thursday 15th October.

As a staff team we are building upon our experiences of remote learning from last academic year and we will now be teaching some live lessons on Microsoft Teams, supported by online tuition and work set in Teams. Please see the attached timetable of lessons that will take place online live with teachers.

For Year 10 and 12 students will be taught online as per their attached timetable.

For Year 11 and 13 students, there is a blended approach and those lessons highlighted in yellow will be taught face to face in school.

Instructions for Year 11 and 13 Students Coming Into School

- Students will be expected to attend school only at those times/lessons stated on their timetable and will leave immediately at the end of the lesson.
- As usual, they will be expected to sanitise their hands, wear a face mask and socially distance in the building at all times.
- There will be no catering facilities, students will only be in school for short periods of time so they will be able to eat meals before or after lessons at home. If your son/daughter is entitled to free school meals a packed lunch can be provided from school. Please email: parentenquiries@utcw.co.uk to request this.
- Where possible arrangements should be made to drop off and collect students from school. They are allowed to use public transport to travel to and from school but should wear a face mask at all times and remain socially distanced from other students.

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Information About Online Lessons

We would be grateful if you would note and discuss with your son/daughter the following points:

- All lessons will take place either in person or online at the times shown on the attached timetable.
- There will be 3 lessons (3 hours) per day, 15 hours over the week – please see the attached timetable for the times of these lessons each day. This will maintain a consistent level of tuition and also mean students attend a manageable number of lessons. We know from student feedback during the lockdown period that students find it hard to spend prolonged periods of time online.
- Teachers will send students an invite to the lessons on Microsoft Teams so parents can see each day the lessons that students have.
- Students will still be able to access support by contacting teachers through their school email address.
- Teachers will set all work on Microsoft Teams but it might be completed on a different platform such as Kerboodle or Seneca Learning. This should make it easier for parents to track the work being set. The work set with online teaching will be equal to a student's usual commitment to learning in a school week i.e. 25 hours per week.
- If your son/daughter does not attend a lesson either in person or online, or there are concerns about their work completion, then their teacher will contact you via ParentMail or email to let you know. Please ensure your email details are up to date on Parent Mail. You can do this by emailing: parentenquiries@UTCW.co.uk

Parental Guidance

- A guide to using Microsoft Teams will be emailed to all parents and can be found on our website
- Please ensure that your son/daughter is encouraged to maintain a regular morning routine and is up, dressed and ready to start their working day at 8.30am when they will be expected to log into their PAT (Personal Academic Tutor) Time with their PAT tutor
- Please monitor Microsoft Teams each day with your son/daughter and make sure they know the times of their lessons for the day; support them in being punctual to lessons
- If you run into any technical issues and need support please email parentenquiries@utcw.co.uk and someone will contact you to help

- Remind your son/daughter that they must follow the school ethos of 'Excellence and Kindness' when taking part in online lessons. They must be polite and respectful, make sensible choices and work hard. Any inappropriate behaviour during the session will not be tolerated and consequences will be issued. They will also be removed from the lesson and you will be informed
- Ensure that your son/daughter is wearing appropriate clothing, suitable for a lesson - ask yourself: 'Would their clothes be appropriate for school?'
- Please ensure they are in an appropriate working area for the online lesson and be mindful that the background of the call could be seen by the teacher and other students in the class. We suggest a neutral background and a place where the student can do work, e.g. the dining table or a desk. Or alternatively a student can blur/blank their background out. It may be that students are asked to turn their camera off or mute their microphone – the class teacher will discuss this with them. Ask your son/daughter to be in a shared space rather than in their bedroom unless absolutely necessary.
- The sessions will be recorded so remind your son/daughter of this. Any concerns we have with any student will be dealt with in line with our school policies.

Safeguarding

If you have any safety or security concerns for your child or anybody else, please report them to our safeguarding team via safeguarding@utcw.co.uk Alternatively, you can contact our Safeguarding Manager Mrs Chilton directly on: 07587728163

The priority of all staff is to safeguard our young people. If a staff member has any safeguarding concerns, then they will follow our safeguarding procedures. Please consult our Safeguarding and Child Protection Policy for more information. If we have a concern about your child, then our safeguarding manager will be in touch to support.

Support

We ask that you are supportive of UTCW teachers during this time. Teaching over online platforms is a new method of teaching. There may continue to be teething issues as staff and students work outside their typical zone of experience and interaction. Please help us by following our school ethos at all times. Any feedback is welcomed. Please email parentenquiries@utcw.co.uk if you have any ideas or suggestions.

Many thanks for your ongoing support
Amanda Downing
Associate Principal
UTC Warrington

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