

Dear Parents/Carers,

I hope this letter finds you and your family well in these challenging times.

I am writing to inform you that in order to support your child's learning during lockdown, we will begin our new timetabled offer from **Monday 11th January 2021** via **Google Classroom**. Your child will be able to follow their timetable, as they would in school, to access all of their lessons. There will be the opportunity of both live lessons/interactions with their teachers and the ability to complete work in their own time. This is to accommodate families who may be sharing devices and parents who are working from home.

How to find lessons



Go to <https://classroom.google.com> log in using the details provided by school.



When they log in they will see the classrooms they have been added in to (there may be some that they need to 'Join' – simply click the 'Join button'). Students can then access individual classrooms.



Students should be accessing their **Tutor Group** classroom, each day, for 9:15am and clicking on the **Meet Link** which will connect them virtually to their tutors and tutor group. Students can use this time to ask any questions about their day, as they would in school tutor time and to take part in tutor group activities. Within this classroom (in the Classwork tab) they will find their individual timetable for the week.



Students can then follow their timetables, accessing the different classrooms at the specified times. A generic timetable with times for each lesson is at the end of this letter, please note, there may be some slight variations to this timetable within individual timetables or pathways.



Students will find the work for the lesson in the **Classwork** tab (at the top of the page). They can also access any virtual lessons via the **Google Meet** link on the classroom **Stream** page (in the top banner under the classroom name). The **Google Meet** link will only become visible when the teacher is online ready to deliver virtually. They may need to refresh the page, to see the link, if they have arrived at the lesson a little early.



To return any requested work, students click the document to open it up, complete as necessary (it saves automatically) and then **'Turn in'** their work. **This is extremely important.** The **'Turn in'** option can be accessed via the assignment itself or on the actual document (in the top right hand corner).

If students have any issues they can add a **private comment** to their teacher from their assignment page. You can check our school website for some support/"how to" videos <http://www.thebridge.cheshire.sch.uk/> and school office can also be contacted on **0151 337 6873** if you are still having issues.

Expectations

As in school, students will be expected to adhere to behaviour expectations when accessing any online provision. This includes expectations on attendance, work completed, behaviour within a live classroom and the way in which they interact with others.

Attendance – Students will be expected to log in each day to attend their tutor groups and reflection at the designated times. This will be their attendance mark for the day. If a student is unwell or unable to attend tutorial, for a valid reason, please inform the school in line with normal procedures. We will continue to make absence check calls if a student does not “arrive” at their tutorial on line or sign in at the end of the school day to the reflection session.

Work – Students will be expected to complete work set by staff. This can be by joining live lessons and completing work as part of the lesson or by accessing the work at a time that is more convenient for them within the day.

Google Meet (live sessions) – Students will be expected to **turn off their microphone and camera** before joining any live session. If they want to ask a question they can ‘**raise hand**’ (bottom toolbar on the right) and staff will be able to unmute them to speak to them. This is extremely important as any live session could have safeguarding implications for both staff and students; this ensures all are kept safe. If a student conducts themselves in a way that is deemed inappropriate: unmuting their microphone, disrupting the lesson or being unkind to others, they will be removed from the live session. They will then **forfeit their live session** and will have to complete the work without access to live support.

Pastoral Support

Pastoral support and one to one wellbeing sessions will continue as part of a students timetable in the same way as their other lessons and be carried out over Google Meet (in the classroom of the member of staff who delivers their intervention e.g. Jill’s Classroom) where the student is not in school. Please ensure that where possible you provide a degree of privacy and follow up support after sessions if required. These sessions are indicated on each students individual timetable.

If a student feels that they need emotional or wellbeing support and does not already have this in place, please let us know. If you require family support or signposting to other agencies we are also still available to assist with this. You can contact the main office who will put you in touch with the relevant staff.

This is a completely new way of working for both staff and students and there are bound to be teething issues. We are also aware that there could be times when there are technical issues with internet or computers and we would ask that parents, along with staff, be mindful of this. If live sessions cannot take place, or you are unable to access live sessions, there will always be work available until we can get it back up and running. As always, you are free to contact the school office, on the number above, if you have any concerns or suggestions. We would ask that you use only this number to make contact with any queries about Google Classrooms to make sure that your question can be directed to the most appropriate person as soon as they are available.

It is important that students understand that participation in education remain s compulsory during lockdown. For students in year 10 and 11, who are working towards any GCSEs or other external qualifications, it is essential that they understand that the work that they are completing during this period will form part of the assessment of their final grades.

Staff work incredibly hard to support your child as a member of The Bridge; this has not stopped just because some students are working from home. We are always willing to support and answer any questions but please remember that we have students in school too, so there may not be an immediate response as staff may be delivering lessons.

I hope this information has been useful and as always, thank you for your continued support.

Best Wishes

Louise Davey
Deputy Headteacher

Lesson Times

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|--------------------|---------------|
| Tutor Group | 9:15 – 9:45 |
| Lesson 1 | 9:45 – 10:25 |
| Lesson 2 | 10:25 – 11:05 |
| Lesson 3 | 11:25 – 12:05 |
| Lesson 4 | 12:50 – 1:30 |
| Lesson 5 | 1:30 – 2:10 |
| Lesson 6 | 2:10 – 2:50 |
| Reflection | 2:50 – 3:00 |