

29 June 2021

Dear Parents and Carers

Partial School Closure - Year 8: Coronavirus (COVID-19) Pandemic

These are the most challenging times any of us have experienced in education and the support from staff, students and the wider community has been fantastic. Until this week, we had been fortunate in that we had maintained a full opening so far this term. However, this week we felt the impact of infection, absence and self isolation more than ever before and we have to keep the health, safety and welfare of our community at the forefront of the decisions we make.

In light of the current health emergency, it is with regret that Outwood Grange Academy has had to make the decision to carry out a forced partial closure. This will be for Year 8 students, because of the higher number of positive COVID-19 cases that have been reported in this year group over the past few days.

We have made the decision to close to all Year 8 students from Wednesday 30 June to Tuesday 6 July 2021 inclusive. Students will return to school on Wednesday 7 July 2021.

Please email j.ruckledge@grange.outwood.com if your child has free school meals and you would like a food parcel.

We have previously communicated with you to explain what the process will be for delivering lessons and setting work for students during the enforced closure. Google Classroom is the means by which teachers will deliver lessons and set work for their classes. In order for parents/carers to support their children at home, there is a lot of information provided on the website - [Accessing Google Classroom from Home](#). All students have been shown how to access Google Classroom and have their login and password details.

Live Tutorial led by a member of the Senior Leadership Team

All students have now been assigned a Tutor Google classroom through which they will need to access their Tutorial lesson every morning at 8.25 am, starting Wednesday 30 June. Attendance is compulsory and students will receive guidance and key messages to support their learning for the day.

All staff will endeavour to deliver live lessons but there may be a couple of rare exceptions where lessons are uploaded due to teacher unavailability or illness. Your child should always log into their google classroom for every lesson.

To access the live tutor lesson, students will need to:

- Accept the Google classroom invitation, which is in the inbox of their school email. Students will either have been assigned the 'Year 8 Tutor Classroom A' or 'Year 8 Classroom B'.

- Join the live tutor lesson for a prompt 8.25am start, students should access the classroom using their school email address. The link will be visible in the header a few minutes before the start of the lesson and students will be submitted into the session
- When joining, all microphones should be on mute.

Please see the attached information which will be shared with all students as guidance to making the most of live lessons. These will also be added to the classroom for students to refer to at any time.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Mrs Hutchinson-Jones', with a stylized flourish at the end.

Mrs Hutchinson-Jones
Principal

Student Guidance for joining live lessons



Netiquette - Live lessons



Please Note:
Lessons will be recorded.

-  1. Please join with your **microphones muted**. If you need to ask a question, this can be done in the chat or by pressing the 'raise hand' button.
-  2. The chat function can be used to communicate with the Teacher. The Teacher may ask you to respond through the chat function or unmute and contribute to discussions.
-  3. The Teacher must be the first to enter the lesson and the last to leave. The Teacher has the right to remove you from the lesson if you are slow to leave.
-  4. Please log into the correct Google Classroom **on time**. The teacher will enable the Meet link at the top of the page when they are set up which may take up to 2 minutes. A register will then be taken.
-  5. It is an expectation that you **complete all relevant lesson activities** provided. These must be completed timely and to the best of your ability. These activities are set to support your learning.
-  6. Please come prepared with relevant equipment such as a pen and paper and be focused **giving your full attention**. Please do not eat or use your phone while on the Meet.

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5 Steps To Successful Live Learning



RECAP & RECALL

Your teacher may include some recall activities at the beginning of the lesson. Make sure you have caught up on any lost learning in Google Classroom.



CLARITY OF LEARNING INTENTIONS

At the beginning of the lesson, listen carefully to what the lesson will be on. If you are making notes on paper, write down any key points and a title.



NEW INFORMATION

When the teacher is giving instructions about the tasks, make sure you are listening carefully, and press the 'raise hand' button or send any questions in the chat.



PRACTICE

The teacher may send you away to complete tasks on Google Classroom. They will be available to answer questions in the private chat or back on Google Meet.



FEEDBACK

Near the end of the lesson, the teacher may invite you back to the Google Meet to answer questions and get feedback on the tasks. Be prepared to answer questions on the work you have completed.



FIVE ELEMENTS OF LEARNING

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