



4 January 2021

Dear Parent/Guardian

Please find below details for the remote provision for **ALL STUDENTS** 5-8 January 2021 (inclusive).

For students in Years 7-10 this information will also apply for 11-15 January. As things stand, we are anticipating Year 11 returning to on site provision from w/c 11 January.

Thank you to parents who responded to our communication regarding Key Worker provision. Additional information regarding the MECE PopUp school will be sent to you including information about buses, uniform and attendance expectations. This information will also be sent to parents of students who have, today, been invited to join the PopUp provision. Can I also extend thanks to those parents who let us know if their son/daughter does not have access to a device / internet – if this applies to anyone else please let Mrs Benham know (N.Benham1@maidenerleghtrust.org) as a matter of urgency so we can organise alternative provision.

Remote Provision Overview

As an overview, students will follow their regular Week 1 timetable from tomorrow (and Week 2 from 11 January). We have made this decision for a number of reasons including trying to help students maintain a 'school' routine and to facilitate live lesson delivery for staff.

We will once again be using Google Classroom as our method of lesson delivery and will be utilising the inbuilt video conferencing facility Google Meets to deliver live aspects of the provision. This is a secure platform that students can only access if they have signed in with their school details and staff retain control of all permissions within the classroom and Meet.

To ensure that students and staff are continued to be safeguarded we ask that students follow the following requests:

Are dressed appropriately (this does not need to be school uniform)

Consider their background if they are to activate the video function

Communicate with staff and other students in an appropriate manner, including in the chat function if it is activated.

Continue to report concerns they may have to a member of the safeguarding team (via email)



Each classroom on Google Classroom also acts as a place where staff can share resources with students as well as provide feedback on submitted work. If your son/daughter is not a member of a classroom for any of their subjects please ask them to check Show My Homework (where staff have re-posted the codes) or contact their teacher or Form Tutor directly to get the code. As with Lockdown in the Spring / Summer term students may wish to complete work directly into their books (if they have them) and upload photographs of the work, or complete it digitally and submit it that way – unless individual teachers state otherwise either method is fine. There will be an expectation that something is submitted after each timetabled lesson. We will be keep a tracker of student engagement and tutors/teachers will be making daily contact if students have not completed work to an expected level. Students attendance in online lessons will be monitored and challenged.

If students are unable to remember their Google Classroom log in information please see this information to support them. Should they still be unable to successfully log on please ask your son/daughter to contact googleclassroom@maidenerleghtrust.org clearly stating their name and year group.

A number of students may have the Classrooms active on the App on their phones but are perhaps unable to remember the details for logging onto a computer? Students can trigger a password reset which will send a link to their school email account – details below:

For **Google Classroom** the registered email format will be **username@maidenerleghschools.co.uk**.

Your username will be the first letter of your first name, followed by the first 3 letters of your last name, followed by the year the cohort joined the school (**for students in Y11 this is 2016**).

For example, Year 9 student Joe Bloggs' username would be jblo2018 and his email address would be jblo2018@maidenerleghchilternedge.co.uk

If students are able to trigger a password reset for Google Classroom (or if we have to do this for them) then the link will be sent to their school email. To access the school email please ensure you are using the correct format as below;

- Your school email address is username@maidenerleghchilternedge.co.uk. It can be accessed through Office 365 (www.office.com)
- Your username will be the first letter of your first name, followed by the first 3 letters of your last name, followed by the year the cohort joined the school (for students in Y11 this is 2016).
- For example, Year 9 student Joe Bloggs' username would be jblo2018 and his email address would be jblo2018@maidenerleghchilternedge.co.uk.
- **Your password is the same password that you normally use when you log in to a school computer.**

Online Lessons

Whilst lessons will follow the timetable those that are fully live (through Google Meets) will be 50 minutes long, starting 5 minutes into the school period and ending 5 minutes before the end. E.g. if your son/daughter has Maths p1 on Monday the live element of the lesson would begin at 9.10am (rather than 9.05am) and would finish at 10am. Later this afternoon I will endeavour to send over a copy of your son/daughter's timetable so they are certain which lessons to attend.



We know from the feedback from Lockdown 1.0 that the lessons that had a live element to them were more effective than those that simply had work provided for students to complete. We have therefore asked staff to ensure that all lessons have some element of 'live' contact – this might be pre-recorded instructions to talk students through a task, a live introduction to set up the lesson's work and then a check in at the end or a fully delivered live session. If for any reason this will not be possible for the odd lesson we have asked staff to ensure students are aware and as clear instructions as possible are available to support the work. We hope that students find this beneficial.

A second lesson learnt from Lockdown 1.0 was in ensuring that expectations on the amount of work that was expected are clearly shared with students and where extension / challenge work is set a clear time frame for completion is included. During this period of remote provision homework will be kept to a minimum. Students in Years 7-9 will have access to a piece of 'Hinterland' work in each subject that is set to expand the knowledge and understanding beyond the taught curriculum. Students are encouraged to engage with this work but there is no expectation to do so. Students in Years 10 and 11 will be given work to deepen their understanding of the subject through use of Knowledge Organisers to guide revision.

Daily registration: Each morning students are asked to log into their tutor classroom between 8.40-9.05am. This allows for any key notices / messages to be shared as well as acting as part of our safeguarding process each day. You will be contacted, via SchoolComms, if your son/daughter has not logged into this session. As the week progresses students will also have an online assembly, a session of reading and a tutor quiz: this mirrors the tutor time structure students routinely experience in school. If your son/daughter is unwell and unable to access online provision for that day please let our absence and medical team know in the same way as you would normally. In tomorrow morning's tutor time there will be information shared by the tutor to explain the expectations and ensure they know how to access Google Meets live lessons.

SEN / TA support: students who routinely receive additional support from TAs either in lessons or through small group provision should anticipate this continuing. There will be direct liaison between staff and students to activate this.

Later in the week, when we have had a day or so of this new provision, I will be in contact again to check in and provide an opportunity for any feedback for tweaks we might need to make. If in the meantime you have any pressing concerns please do not hesitate to contact your son/daughter's form tutor or Head of Year. Alternatively, you can contact MECE-Covid@maidenerleghtrust.org which is monitored on a daily basis by members of senior staff.

Thank you for your ongoing support as we make every effort to ensure this period of remote provision does not undermine the excellent progress students have made in the year to date.

Best wishes,

Miss E Bliss
Emma Bliss
Deputy Head, Maiden Erlegh Chiltern Edge