

19 March 2020

Dear Parent/Guardian,

Here are a few reminders and updates for the coming days and weeks.

Work expectations

Those students who do not have access to the internet will be given or sent work to complete and return. Please contact the school office on office@maidenerleghchilternedge.co.uk if this applies to your child and we are not already aware.

Some of your child's teachers may choose to deliver online lessons via video or audio conference. They will do this using an app called Zoom which can be used on a phone, tablet, laptop or PC. In this case teachers will invite students to the lesson at a designated time by giving them a joining URL which will be posted on Google Classroom. You might like to download the app so that you can see how it works.

During a school closure, students are expected to:

- Be available during the hours of the normal school day to respond to email and other alerts used by school.
- Check Google Classroom on a daily basis for information on work that has been set and for information on any scheduled video conference lessons.
- Complete any class/homework set on Google Classroom by the deadline stated and using the specified method of submission.
- As far as possible attend lessons that are delivered remotely by video/audio conference.
- Have their books/folders and pencil cases to hand during lessons that are delivered remotely by video conference.

In a video/audio conference lesson:

- Students do not have to use the video function if they don't want to. For the majority of lessons, the teacher will set up the lesson so that video is not able to be used.
- If your child does use the video function the room should be well lit with nothing in the background. Alternatively, they can choose a virtual background from the app.
- Other members of the household must not be involved in video-conferencing in any way.
- Students do not need to wear uniform but they should be suitably dressed.
- Recording or taking screen-shots of anyone during a virtual lesson is prohibited and will be treated using our normal behaviour policies.
- Students are expected to conduct themselves in the same way that they you would in school.
- Students behaving inappropriately will be removed from the lesson and their parents informed.

As you can imagine this is a very challenging situation for all involved. We are committed to providing all of our students with a continuing education under testing circumstances and we hope that having the facility to interact with their teacher in this way will be beneficial and will help make the home learning experience more varied and interesting for students.

If you do NOT want your children to be included in lessons delivered by audio/video conference please tell your child and let the school office know.

Google Classroom:

A reminder that this is a **learning platform** coordinated by the school. Therefore, the expectations of students when using this platform are the same as if they were on school site accessing our ICT provision. Please reiterate to students that their access and interactions are being monitored and any inappropriate conduct will not be tolerated. If there is abuse of the chat function within individual classrooms it will be disabled.

Please find attached a guide to support students in accessing and completing work set through Google Classroom.

If your son/daughter experiences any issues logging into the classroom please contact googleclassroom@maidenerleghschool.co.uk who will be able to resolve.

Year 9

Options process is continuing in the background. Miss Bliss will contact students individually (likely via parental email contact) if there are any issues.

If a student wishes to change their options they must contact Miss Bliss via email (Ebliss@maidenerleghchilternedge.co.uk). Thank you to all for returning forms promptly.

Year 10

Year 10 PPEs, scheduled for early May, have been postponed. They will be added back into the calendar at an appropriate time once schools reopen.

Unfortunately, too, **Y10 Work Experience** will have to be deferred. At this time can I ask any Y10 students who had secured their own placement to make contact with the company and confirm their position. Hopefully many of the companies will be able to provide an opportunity to students at a later point. I am hopeful we will be able to find a slot for Work Experience once schools return – but at this point in time I am unable to confirm or give an indication of when this might be. Any concerns with Work Experience should be sent to WorkExperience@maidenerleghchilternedge.co.uk

Year 8/9 Brilliant Club

The Brilliant Club have currently suspended all their programmes. Once schools return the Scholars Programme will resume and the students will be able to complete their projects – these can occur at any time of the year.

All other Trips / Visits / On-site Events: At this time all trip / visits and on site school calendared events have been cancelled or postponed up until **May Half Term** in the first instance. Where possible opportunities will be found for students to participate in activities at a later date – although this may not be possible in all cases. Refunds will be actioned by the Trust Finance Team.

Lastly, can I say how proud I have been of the way our students and staff have pulled together and really supported each other despite these uncertain times. The students are a credit to themselves and have continued to engage in lessons despite the situation and this has been brilliant to witness. I look forward to the day that we re-open and we can continue this wonderful journey of improvement. Thank you so much for your kind messages of support over the last few days, it has been warmly appreciated.

Best wishes and take care.

Yours sincerely,



Mr A Hartley
Headteacher