



# Tomlinscote School

26<sup>th</sup> June 2020

Dear Parent/Carer

At Tomlinscote, we have been working extremely hard to support your child's remote learning using a wide variety of learning and teaching strategies. On a daily basis, this involves posting learning resources onto our well-established Google Classroom. Students are increasingly additionally being supported with accompanying Screencastify, screen recording or ExplainEverything videos. These videos enable students to be able to work through learning activities at their own pace.

As you may be aware, we have also been piloting the use of live "teaching clinics" with some of our students across our year groups. During this trial, students joined virtual classrooms during their normal scheduled lesson time. These sessions took place using Microsoft Teams, with student video disabled at all times. The sessions have lasted between 10 and 50 minutes.

Our plan now is to continue to broaden this pilot with more teachers running live "teaching clinics" between now and the end of term. All live "teaching clinic" content will be recorded. Students will be able to talk to teachers verbally through Teams and also post written questions on the lesson chat. Students will not be able to edit or delete any comments that they post. Teachers may use this time to either talk through the lesson learning objectives and activities, deliver lesson content, provide feedback or recap on prior learning. The experience will feel very much like a phone call but with the additional benefit of students being able to share their document or screen with their teacher. If a student is happy and managing their current way of learning and is achieving well, then you may prefer that they do not participate.

Our pilot teachers have told me that it is extremely challenging to effectively support and engage students when their cameras are switched off. As a result, from **Monday 29th June**, students will have the option of switching on their cameras.

Please may we ask you to read through and discuss the new protocol below with your child.

## How this will work

- Instructions to download and log into Teams will be shared by their teachers in Google Classroom.
- Students will then be notified by their teachers on Google Classroom if they are to receive one of these live "teaching clinics".
- During this call, the students will be able to virtually place their hand in the air to ask a question. Alternatively, they may post a question in the chat on the screen.

Many thanks in advance for your continued support.

Yours sincerely,

Mrs J A Tonkin  
Vice Principal  
Learning, Teaching and the Curriculum

**Protocol for students**

- The teacher is able to share their face on video and may or may not choose to do that.
- Students are now able to share video should they choose to.
- Students should consider appropriate clothing when on a Team's "teaching clinic".
- Students should also think about being in an appropriate place in the house when joining a clinic.
- Students must all arrive promptly to the "teaching clinic".
- All students who choose to have their cameras on must blur their background when joining a clinic.
- Students should be aware that all participants taking part in the clinic can see each other.
- Please can families ensure that students are able to have an uninterrupted session.
- All lesson content will be recorded and will be available to view after the clinic.
- Students must remember that once posted, chat comments cannot be edited by them.
- Audio and video is live and students need to be mindful of language and tone of voice.
- Students should demonstrate their usual positive classroom etiquette.
- If needed, students may ask questions either in the chat or verbally, using the hand up feature.
- The teacher may share their screen with students and if needed, the teacher can choose to allow a student to share their screen. This would also be recorded.
- Sharing screens for students is off by default.
- The teacher will be the last person to leave the classroom.
- Some students might find it easier to ask questions of the teacher in the Teams chat throughout the week. Normal conversation etiquette would apply. All of these conversations would be accessible after the event.