



Tomlinscote School

1st January 2021

Dear Parent/Carer

At Tomlinscote, we are working extremely hard to ensure that your child is able to enjoy their learning both in school and during periods of remote learning. On a daily basis, this involves posting learning resources onto our well-established Google Classroom. As you may be aware, we have also been using live “teaching clinics” with some of our students across our year groups. These teaching clinics are used when teachers are self-isolating at home or when entire classes or year groups have been asked to self-isolate or undertake remote learning.

During such lessons, students join virtual classrooms during their normal scheduled lesson time. These sessions take place using Microsoft Teams, with student cameras **switched on**. Students will be expected to have headphones ready to use for such clinics. The sessions last between 10 and 50 minutes.

As more staff and students are being asked to self-isolate, our plan now is to continue to broaden this with more teachers running live “teaching clinics”. 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.

Our teachers have told me that it is extremely challenging to effectively support and engage students when their cameras are switched off. **As a result, our expectation is that students must have their cameras switched on.**

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

How this will work

- Instructions to download and login into Teams have been 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 self-isolating at home

- The teacher is able to share their face on video and may or may not choose to do that.
- Students **must** share video.
- Students should consider appropriate clothing when on a Team's 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 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. Normal conversation etiquette would apply. All of these conversations would be accessible after the event.