



13 July 2021

Dear Parents and Carers

Closure of School to Year 8 from Wednesday 14 July to Friday 16 July 2021

I am sure you are aware that we have seen a large increase in the number of students being asked to self-isolate because of close contact with an individual who has tested positive for COVID-19.

We are now at the level where the majority of Year 8 is self-isolating. We have been in close contact with the Department of Education, Public Health England, The East Midlands Health Protection Team and Nova Education Trust Leadership this week to ensure we can maintain the highest standards of both learning and safety. Consequently, we have decided to close our school site to **Year 8** students for the remainder of this week. We will be in direct contact with a small number of families to ensure we cater for the needs of vulnerable children on site.

We will provide remote provision via MS Teams and the 'subjects' area of the school website. We will aim to live stream as many lessons as possible via MS Teams, as per your child's usual timetable. We strongly recommend students adhere to the timings of their normal school timetable, including breaks and lunchtimes. Please find guidance on attending live lessons on page 2.

We expect all Year 8 students to return to school on Monday 19 July 2021 and we look forward to celebrating the end of the academic year with them on site. I appreciate that this news puts considerable stress on parents and carers with busy working lives and I thank you in advance for your support.

Yours sincerely

Dr C Eardley
Head of School

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Live Streaming of Lessons Guidance

It is vital that Microsoft Teams is used appropriately and we ask parent/guardians to be mindful of the following points and discuss them with your child:

- All live streaming lessons will be held solely through Microsoft Teams.
- **All live streaming lessons will be recorded. This means that they will be accessible later, so that all students have equality of access and opportunity, should they not be able to access the lesson live. Recording all live streaming lessons protects everyone.**
- All live streaming lessons will start after 8.30 am and end before 3.00 pm.
- Teachers will send invitations to lessons to their students via MS Outlook before 8:30 am of the day of that lesson. **These invitations must not be forwarded to other parties.**
- Live streaming lessons will only be held for groups of 2 or more students for safeguarding reasons.
- It is not appropriate for parents/guardians to take part in live streaming lessons but we ask that parents/carers know when the sessions are being delivered.
- Students should dress appropriately. Students should not wear sleepwear or revealing clothes. Clothes suitable for a non-school uniform day are appropriate for video conferencing.
- Video conferencing should not take place in a student's bedroom.
- Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video lessons. Ideally students should take part in the online lesson somewhere near enough for you to monitor, yet private enough to concentrate on their work.
- **Students must only enable their microphone when asked to do so by a teacher, but we do insist students do not share their video feed.** Teachers will also control this and switch it off as a precaution.
- Students may signal a need for help or to ask/answer a question by using the 'raise your hand' function in MS Teams.
- Participants will be made aware that the lesson is being recorded and that the recording will only be stored on our internal systems. Any pre-recorded or live lessons will be held within the Trust network and will not be posted on social media.
- Toot Hill School has ensured that online learning tools used during the COVID-19 pandemic are in line with data protection and GDPR policies.
- Students/parents/guardians, should not take photos, screenshots, record any video, or audio, from these conference sessions. If this does happen the school will follow its behaviour code of conduct.
- The same rules of conduct and behaviour will apply as apply in the classroom. Students should be polite and respectful at all times.
- Any breaches of the points above may result in students being immediately removed from the live streaming lesson, banned from all future live streaming lessons and further sanctions applied in alignment with the school's behaviour policy.