

# CLAVERHAM COMMUNITY COLLEGE

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Principal: Mr. P. Swatton, B.Eng (Hons)

Our Ref: PAS  
Date: 31/12/2020

Dear Parents and Carers,

## **Arrangements for the Staggered Start to Term 3 and Remote Learning for Students**

Further to my previous letter please find below further details regarding the remote learning provision for our students from Tuesday 5th January.

### **Monday 4th January - College Closed to all Students**

Staff return to school for an INSET Day. There will be no remote learning taking place on this day. Instead, this day will be used to put in place procedures for our COVID-19 testing programme and used as an additional opportunity for staff to prepare remote learning for the start of this term.

### **Tuesday 5th to Friday 8th January - Remote Learning for all Students**

The College will only be open to staff, the children of key workers and identified vulnerable students.

Parents or carers who are eligible must request to access this provision so that we can staff it appropriately. Details of this were provided in my previous letter.

*All remaining students (Years 7 to 11) will follow their timetable **remotely** for this week.*

As many subjects will be delivering new content at the start of the new term, we are asking staff to prepare to deliver a proportion of the learning as live lessons or pre-recorded presentations. Students will access all remote learning/support via Google Classroom; this also includes access to live lessons using Google Meet.

### **Remote Learning Provision and Expectations**

For further information about remote learning, live lessons, protocols and expectations, please see the attached documents in the appendices at the end of this letter.

### **Remote Learning Modifications and Adjustments**

In order to facilitate testing and provision for the children of key workers and vulnerable children, we will need to make adjustments to the remote learning provision in the following subjects and year groups; Years 7, 8 and 9 in the practical subjects of Design Technology, Food and Nutrition, Music and Physical Education. In these subjects in Years 10 and 11 remote learning will continue as outlined above.

For Years 7, 8 and 9 the teachers of these subjects will make following adaptations:

- For these subjects in Years 7, 8 and 9 there is no expectation for live lessons given that many homes will not be able to provide the relevant equipment to maintain 'normal' curriculum learning.
- Work set may include a longer term project and will be available via Google Classroom for the first two weeks of Term 3 until students return on 18th January. Students can contact their teachers about their work using Google Messenger.

These adjustments are only for the first two weeks of term and normal provision will resume on Monday 18th January.

Please be aware that a student's first day or two of being educated remotely might be a quite different experience to our normal face to face approach and as such it might take a little bit of adjustment for everyone involved. Whilst we take all necessary actions to prepare for remote learning we cannot guarantee that it will be plain sailing. If your child experiences any technical difficulties please can you let us know by contacting [itsupport@claverham.org](mailto:itsupport@claverham.org).

For any other difficulties or questions regarding remote learning please contact your child's Head of House or Form Tutor. Please could you take some time to read through the information and support materials attached at the end of this letter with your son or daughter.

### **Childcare Examination Thursday 7th January**

Students in Year 10 and 11 who are sitting the Childcare Examination on Thursday 7th January should attend school on this day for the examination. Further information regarding the arrangements for the day and support for this will be sent to you shortly. This will also be communicated directly with students via Google Classroom.

### **Monday 11th to Friday 15th January - Year 11 Students Return to the College.**

The College will continue to be open for the children of key workers and identified vulnerable students.

Year 11 students will return to College for timetabled lessons during this week, remote learning will cease for these students, with the exception of students who are having to self-isolate.

*Years 7- 10 will continue to follow their timetable **remotely** for this week.*

### **Mock Examinations for Year 11 - rescheduled to 25th January 2021**

The mock examinations have been rescheduled to start on 25th January due to the staggered start of Term 3. The mock exam timetable will run as published, but 2 weeks later than the original date.

### **iMedia Examination 11th January**

Students in Year 10 and 11 who are sitting the iMedia Examination on Monday 11th January should attend school on that day for the examination. Further information regarding the arrangements for the day and support for this will be sent to you shortly. This will also be communicated directly with students via Google Classroom.

### **Monday 18th January - All Students Return to the College.**

*All students will return to the College for face to face learning as normal.*

We look forward to welcoming our **Year 11** students back on **Monday 11th January** and **all other students** back to the College for face-to-face education on **Monday 18th January**.

**Please remember that any student showing symptoms of COVID-19 or those informed that they must self-isolate must not return to school and should follow the advice given by the NHS.**

When not in school we would ask that all of our students continue to comply with the rules set out for the current tier which we are in. I am sure that I can rely on your support in emphasising these rules in order to help ensure that our students are keeping themselves as safe as possible, and protecting other members of our community, at this critical time.

As I am sure you understand the situation regarding the start of next term is part of an evolving picture. This letter provides details of the current situation; if this is subject to further change I will contact you with an update. I will also be in contact in due course with further details regarding the COVID-19 testing programme at the College.

Thank you for your continued support and cooperation. If you have any questions or concerns, please do not hesitate to contact your child's Head of House in the first instance.

Yours sincerely

Mr. P. Swatton  
Principal

## Appendices:



CLAVERHAM COMMUNITY COLLEGE

### **Remote Learning Guidelines and Expectations**

#### **Safeguarding.**

Please be aware that, as well as being recorded to make available to students who were unable to access the lesson, the remote learning sessions will be recorded for monitoring and safeguarding purposes. The recording will be securely disposed of at the end of the current academic year. If parents or carers have any concerns please direct these to your child's Head of House in the first instance.

#### **Student Expectations and Code of Conduct for Remote Learning.**

When participating in live lessons on Google Meet, or any other video conferencing software, remember that this is an extension of the classroom and you ensure that you are following all our normal classroom expectations.

This includes:

- Be on time for your live lesson (you will receive a link to access your live lesson via your school Google email)
- Make sure you are in a quiet and appropriate place to take part in the lesson
- You must not have any distracting technology open
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers
- Provide feedback to teachers about your experiences and any relevant suggestions
- Take part in the lesson in an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

#### **Rules specifically regarding technology**

- I will only use school technology for school purposes as directed by my teacher.
- I will only take part in 'live' streaming if an adult knows that I am doing it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Google Meet and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent/carer.
- I will not share resources or videos created by my teachers with anyone who is not a student or member of staff at Claverham Community College.

- I will not record or take photos of my classmates or teachers during a face-to-face session (live or prerecorded lesson).
- I will not share any school content on social media platforms.
- I understand that when using Google Meet and other applications provided by the school that my use can be monitored and logged. This information can be made available to my teachers.
- If audio/video conferencing is used for live lessons, I understand that this might be recorded by the teacher only in order for this to be forwarded to any student who missed the live conferencing.
- I will follow the rules regarding my use of technology as outlined in the College's student Acceptable User Agreement which can be found in the Homework Planner and in the College Behaviour Policy.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer will be contacted.

### Technical/Operational

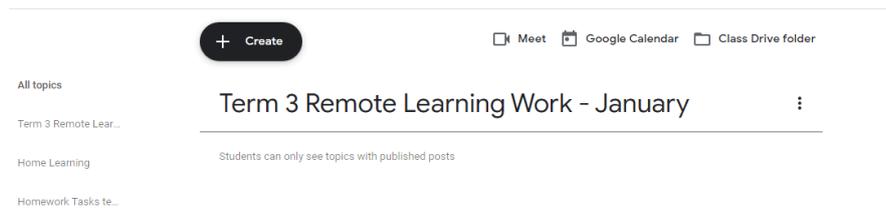
- Students to be ready for the lesson 5 minutes before the lesson is about to begin;
- Students are advised to check their Google Classroom for links to live lessons;
- The first lesson begins at 9:15am and follows the normal timetable for that day;
- If there are any problems regarding access to lessons please email [itsupport@claverham.org](mailto:itsupport@claverham.org) so that we can try and support any technical issues;
- Students should keep the camera switched off and microphone muted. Their teacher may ask for some verbal responses during the lesson which will require the microphone to be switched on at certain points or communicate by using the chat function.
- Student Support slides available here: [Students: How to join a live lesson from Google Classroom](#)

### Format

Please see the outlined lesson format below for guidance:

- For a proportion of lessons, staff will provide a live teaching/narrated presentation for at least the opening of a lesson. This will include a live explanation of tasks that will have been set on Google Classroom. A unique link to a live lesson will be provided to your son/daughter via Google Classroom;
- The teacher will remain on-line in order to provide support and answer questions (via Google Meet) about the lesson activities;
- Live lessons may finish earlier to allow both staff and students to prepare for the following lesson, which may also be live;
- For the 'Non-live' lessons, work will be posted on Google Classroom and the teacher will be available during the lesson to support and respond to student questions via Google Classroom NOT by email.
- Your child's lesson will follow a similar structure to a lesson they would experience in school;
- Students are expected keep microphones on mute and type questions into the chat box if help or support is required or students can use the 'Raise hand' function at the bottom of the screen;
- All work set is to be submitted on Google Classroom; Do not email work to teachers.
- If a student fails to follow classroom expectations the member of staff will record this on Classcharts. Students may be removed from the lesson if their behaviour disrupts the learning of others. If a student is removed from a lesson this will be followed up by pastoral staff and a phone call will be made to parents or carers;
- All work posted in Google Classroom will be clearly labelled in the following format:

## Term 3 Remote Learning Work - January.



### Engagement and feedback

- Students are expected to be ready to learn and complete tasks outlined by their teachers;
- Students are to submit work outlined via Google Classroom in a timely manner.

### General Rules and Guidelines

1. It is strongly recommended that you follow the school timetable as far as possible to be able to speak with your teacher. If you contact a teacher outside of your lesson times you should expect your teacher to reply at a time that is convenient to them. This may not be immediately.
2. Please complete tasks as they are set for each lesson. Teachers will be available at the times when they would normally be teaching you in order to answer questions. This will be either through Google Meet, Classroom private messenger or virtual classroom/audio/video conferencing.
3. As soon as you have completed each task, please indicate this to your teacher. Please submit all pieces of work on time.
4. We will inform your parents if you fail to complete your work.