



# PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

*The below information was communicated to all parents, carers & students via e-mail on 4 January. This relates to remote learning during January / February when the school is closed to the majority of students.*

**All remote learning will be delivered via Google Classroom, this includes provision for form time.** It is important that students re-establish good learning routines at the start of this Spring Term and so **students are expected to follow their school timetable each day.** Students therefore need an appropriate workspace and be ready to start their day promptly. They must have any exercise books or textbooks they will need for the day easily to hand. On the days students have PE (Years 7, 8 & 9) or Games (Years 10 & 11) they should dress appropriately for joining in the physical activities offered by the department. Students are not required to wear school uniform at other times, but must always be dressed appropriately in case there are live streamed sessions offered during a lesson.

**Form time:** Students will be allocated one 'live' form time per week to allow for a more personalised, small group provision. Students will be allocated a specific day to attend and will need to join via the Google Meet functionality within Google Classroom by 8.35am. The allocation of which day to attend will be posted on the form Google Classroom. In addition to the 'live' form time, recorded content such as year group assemblies will be available via Google Classroom and can be accessed at any time. Students will be able to contact their form tutor via Google Classroom or email if they have any concerns or require any support.

**At the start of each lesson students must go to the relevant Google Classroom.** The format of lessons will vary. In all cases, there will be material available for students to use for study during the hour. This may include a live streamed session, delivered via the Google Meet functionality within Google Classroom, or access to pre-recorded material. Deadlines and details of how/when work is to be submitted will be included in the lesson information on Google Classroom. During this period of remote learning, students in Years 7 - 11 will not be set additional homework tasks, although there may be some instances when students are required to finish a task at the end of the school day.

**As a reminder, to access the live streamed session students must go to the 'Stream' on the relevant Google Classroom and click on the 'Meet link'. If students are not familiar with this process they can watch a short 'how to' video by clicking [here](#).**

**Where the lesson includes a live streamed session, it is expected that students will join the session.** Students are asked to be patient at the start of a lesson when joining a live session; in some cases teachers have to move rooms between lessons and they may need a few minutes to join the session themselves.

To join a live session students will need a suitable electronic device, such as a laptop, computer, tablet or chromebook. Mobile phones can be used if no other device is available, but are not ideal. As a minimum, the device needs speakers and a microphone (which will often be built into the device anyway). It is helpful, but not essential, if the device has a camera. Our student surveys have indicated that the vast majority of students do have access to a device, but if the lack of a suitable device is / becomes an issue for your family please contact Mr Cummings (Years 7, 8 & 9), Ms Hall (Years 10 & 11) or Mr Porter (Years 12 & 13) and we will endeavour to help.

Before accessing a live streamed lesson, we ask that students and parents/carers familiarise themselves with our expectations. **Please read appendix 4 (attached) from our school ICT & e-Safety policy that details our expectations of student conduct, good practice and acceptable use when attending a live streamed lesson.** The [ICT & e-Safety policy](#) can be found on the school website if you wish to read the full document.

**We expect student behaviour in the virtual classroom to mirror that in the physical classroom, and I trust that we can rely on your support with this.** The school Behaviour Policy applies, including rewards and sanctions. The school reserves the right to turn off a student's microphone, remove them from a live streamed lesson and/or deny them access to future live streamed lessons if their behaviour causes any disruption.

We hope that this remote learning provision will last for only a short period of time and we can welcome students back to the school site soon. However, if it is extended beyond the current timelines we will be in touch with further details.

Whilst all learning material will be communicated via Google Classroom, students should also continue to check their school e-mail accounts.

Thank you for your continued support as we work together during this period of remote learning.