



Our ref: CDC/SHA

18 December 2020

Dear Parents and Carers

You will have recently read in the press and heard on the news that students in non-exam year groups will have a staggered start to January 2021.

The school will open normally on **5 January** for the following students only:

- Years 10 and 11
- Students in Years 7-9 whose parents are keyworkers
- Students in Years 7-9 who are deemed to be vulnerable

To ensure we can plan effectively for numbers of students attending school between 5-8 January, we will require to know in advance if both parents of students are key workers and you intend to send your child to school rather than access remote learning. Please contact the school via the admin email address admin@chantryacademy.org **only** if you will be taking a place.

All other students will return to school on **Monday, 11 January**, and need to adhere to the following regarding accessing schoolwork between 5-8 January:

- Student should access work via Microsoft Teams following their normal school timetable and regular class teacher.
- In case there is a problem with access, all students have been provided with a work pack, additional work will be available in January, if they have not yet received copies.

Conducting Lessons via Microsoft Teams for Years 7-9

- As part of their learning between 5-8 January we will introduce "live" virtual learning through Microsoft Teams. The lessons will be as a whole class and students will receive an invite by 5 January through Microsoft Teams. They will last no longer than 60 minutes.
- In the Team there will be several channels. Some of these channels will relate to sub-groups of the class for the online lessons. Students may also receive resources to familiarise themselves with prior to the lessons and should review Teams every day to check for updates
- Lessons will be delivered online through Microsoft Teams making use of the student's Chantry Academy email address. To ensure we are all safe every lesson will be recorded.
- When joining the meeting, students must ensure their microphone is switched off and that the background is blurred.

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Chantry Academy

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The *Active Learning* Trust

- **Message to students - Class Etiquette for Lessons**
 - As you have been advised these online lessons are recorded.
 - There will also be an expectation screen displayed for conduct within the lesson.
 - Please ensure your microphone is muted throughout the session.
 - Make use of the 'chat' function to ask questions.
 - Remember these will be stored.
 - You can also stick your Virtual hands up and wait for the teacher to respond.
 - Turn on the live caption if you need support to hear.

- If you require help accessing teams or Office 365 there are a couple of useful videos on the following channel.
<https://web.microsoftstream.com/channel/c8f3a9a7-8b70-45b3-b253-6543b5ea3480>

There is also a document attached to this letter which sets out the expectations whilst working from home. Students must read this and comply with the expectations as we work through this together.

Thank you all for your support and continued patience.

Yours sincerely

C D'Cunha

C D'Cunha
Executive Headteacher