

4th January 2021

**KLA School Closure and Remote Learning Plan
Tuesday 5th January-Friday 15th January 2021**

Dear pupils, parents and carers,

In my communication yesterday, I promised I would write once more today with detailed information about the remote learning provision that we are putting in place for KLA students for the upcoming period of school closure. Apologies for the length of this, but I wanted to try to make sure I covered any possible queries parents may have!

We intend to run a full timetable of lessons, streamed via the Microsoft Teams facility that every KLA pupil has access to from their school email.

In school, we run a staggered day to accommodate different lunch-breaks because the canteen does not have the capacity to manage the whole school simultaneously. When pupils are working from home that problem does not have to be accommodated, so during this closure, the timings of the school day will run slightly differently – and much more simply!

The timings of lessons will be as follows

Lesson 1	9 a.m. (pupils can have a little lie-in – aren't we generous!! This also provides a good period for students to check their logins are working and that they can get into MS teams and email!!)
Lesson 2	10 a.m.
Lesson 3	11 a.m.
Lunch	12 noon
Lesson 4	1 p.m.
Lesson 5	2 p.m.
Lessons will contain opportunities for pupils to take comfort / refreshment breaks at certain times and we will be careful to try to not overrun, and to leave plenty of time for pupils to log out of one lesson and onto another in good time for the start of each session.	

Following our planning today we have agreed the following principles:

- Pupils in Key Stage 4 (Year 10 and Year 11) should be able to access every lesson throughout the duration of this closure online, according to their usual timetable (noting the altered times shown above!) and with their usual teacher as far as practicably possible.
- Pupils in Key Stage 3 (Year 7, Year 8 and Year 9) will follow their usual timetable, virtually, via Teams, from tomorrow. There are, however, a few more changes for KS3 pupils' lessons. For example:
 - they are more likely to have an alternative member of staff for some lessons

- they may have a few more changes to their normal schedule
- the way that their Art, Design, Technology, RE, PHSE & ICT lessons are structured may be slightly different to how we run them in school, as these lessons are on a timetable rotation in our normal timetable, which is impossible to replicate online.

Although there may be these minor changes to manage for pupils, they will still have their full entitlement to learning in each subject across the full week. They may also have a little more flexibility in how they use their time during the week.

Accessing Teams

- Pupils should ideally download the Teams app to a laptop, PC or tablet, although the lessons can be accessed via the web version of MS Teams.
- Pupils need to know their school email address as this is where the invitation to join Teams lessons will be sent. Their user id is (normally) the year they started at KLA in Y7, first initial and surname e.g. the user name for Yiko Ono in Year 10 would be 17yono. Password is the same one used to log in to the school network. Their email address is [user name]@kla.eastern-mat.co.uk
- Please contact us if you have any problems logging in to your school email – Mrs Hazell or Mrs Rutter are the people to contact on data@kla.eastern-mat.co.uk
- Pupils need to look in their school email inbox for the invitations to lessons which include the link to click for access.
- The invite may come from a teacher who is not the normal class teacher. The invite will give the time of the lesson and pupils should join just before then.
- The teacher will probably check in at the beginning of the session to make sure that all pupils logging in can see the board and to say hello, but may later mute and unmute as required during the lesson. They may leave the camera on or they may just share what is being projected on the board. You should always be able to hear your teacher.
- Attendance registers will be completed and kept – if a pupil misses a lesson this is not in itself a major issue (although clearly we would recommend pupils' attendance!) but if we are aware that many lessons are being missed, we will contact parents to check everything is ok. If your child is ill and unable to complete work, please let us know as you usually would so that we don't chase them for attendance.
- You can use the message function if you need help but please be as considerate to your classmates and teacher as possible. All messages sent using the chat facility are retained and can be checked, so it would be very easy to identify anyone making inappropriate comments. Please be understanding that your teachers will be trying to teach a lesson online at the same time as dealing with these queries and messages, so it may not be possible to get an immediate response.

Here is a link to a quick start guide for students using Teams. Don't worry if your screen does not look exactly the same!

<https://www.youtube.com/watch?v=aO9LE6ZKnUM>

- Although we feel we have become much better at providing remote lessons, we are not naive enough to believe that everything will go perfectly for every pupil in every lesson! If, for any reason, the access to remote lessons is not working for your child, each core subject is placing some back-up material for all years on the Go4Schools app, so that we have a fall-back option that can be used in case of difficulties.
- In PE, the following process will take place for remote core PE lessons (GCSE PE theory lessons will be taught by the class teacher via Teams as normal)
 - Lead teachers will meet and greet students on Microsoft teams

- Lead teachers will explain the theory task/ physical task.
- A fitness link will be sent to the students or a link will be streamed live to students to take part in a 30-40minutes fitness session which can be completed indoors in a small area.
- If the lesson is a live stream – students will need to keep Cameras off and their audios muted please. We will remind them of this at the appropriate time.
- In Art, Design & Technology, the following process will take place for remote core ADT lessons (GCSE ADT lessons will be taught by the class teacher via Teams as normal)
 - If your child is in Year 7, 8 or 9 they will have a day of ADT per week. ADT consists of Art, Technology, ICT, Craft, Food, IAG and Performing Arts.
 - If your child is in Y9, ADT work will be set by their current ADT teacher on Mondays.
 - If your child is in Y8, ADT work will be set by their current ADT teacher on Tuesdays.
 - If your child is in Y7, ADT work will be set by their current ADT teacher on Wednesdays.
 - ADT Subjects will start lessons from 9am on Microsoft Teams, teachers will discuss work for the day and direct pupils to the work online via SAM learning and Go4Schools. Pupils will be required to email their ADT teacher completed work via email, which will then be assessed and returned to the pupil the following lesson, all work set remotely will be printed and added into pupils’ workbooks upon return.
 - In the second part of the lesson students will complete a worksheet following our schemes of learning.
- As in the previous school closure, our dedicated team of form tutors, year heads and senior staff will be in touch with parents and pupils as often as possible to complete quick ‘check-in’ calls, to make sure that our pupils are managing to cope with the academic and pastoral impact of being away from school. Tutors will also be continuing to have PDP 1-1 meetings with their tutees, as they would in school, just by telephone instead.
- **Year 10 & Year 11 College courses.**
Currently we anticipate that pupils on CWA courses will be asked to work at home using the LEARN system that they have already been given access details for. I am aware that there is an external exam scheduled in the Childcare course this month – there is much uncertainty over what will happen for this. The college team have assured me that when they have further information they will let us know immediately.
- **Free School Meals**
For the initial few days this week, we will provide packed lunches for collection for those pupils entitled to Free School Meals. These will be available from the Forward Step entrance to the school between 1 p.m. and 2 p.m. This will be the case until the end of this week. As we move forward, we are investigating whether we can continue with the voucher system we were able to use over the Christmas break, and hope to have more information about this by the end of this week – in part this will depend on the length of the expected closure.
- **Login / Access queries**
We did work hard with pupils in the week before the holiday to try to make sure they had their usernames and passwords working on our school systems (we might have seen this coming!) but we do know that passwords are sometimes easily forgotten or repeatedly mistyped, causing lockouts! The incomparable data team here at KLA have been on-site today despite this being the last day of their Christmas break, and think they have cleared all the queries that have come their way so far! If you need their help to unlock or rediscover a login, please email at data@kla.eastern-mat.co.uk and they will swing into action for you!

I know there is a lot of information in here to take in – I hope it provides all the information you feel you need, but please do feel free to email me at the school if I have forgotten anything.

As always, thank you for your support of our work. We are ready to do everything we can to support your family during this latest school closure, and I am very grateful to my wonderful staff team for their work today in preparing for this (although as I write this I have just read that the Prime Minister is planning on speaking to the nation later this evening – so I may have to write again tomorrow with another update, but let's hope not!!)

Best Wishes

A handwritten signature in black ink that reads "Alan Fletcher". The signature is written in a cursive, flowing style.

Alan Fletcher