



17th November 2020

Dear Parent/Carer,

Since our return to the Academy in September, we have been working hard to ensure that all students are able to access the full curriculum, whether they are studying at home or in the Academy. As such we have developed our online resources and embraced new techniques for delivering content to students.

All students have an Academy email account which grants them access to Microsoft SharePoint (our shared learning platform), Microsoft Forms (online quizzes), Microsoft Teams (virtual lessons) and Microsoft Stream (video streaming). If your child is absent from the Academy, they will be able to complete all work from home through the use of these programmes. All instructions for work will be set via email or Ruler Classroom.

On Microsoft SharePoint students can find sites for all of their subjects. Subject departments will upload work and instructions to their site for students to access and complete. Additionally, subject departments may choose to supplement this work through the use of Microsoft Stream videos. This may be of a practical activity where that activity has not been able to take place or where staff choose to record videos to explain new concepts and/or provide instructions to students. These videos will be uploaded to SharePoint and/or students will be sent a link to these videos via emails or Ruler Classroom.

In the instances where we have large numbers of students self-isolating, staff may choose to deliver live lessons via Microsoft Teams. This means that students will be able to watch their lesson at home and listen to their class teacher explain the work they need to complete at the time they would normally be in their lesson. During a live Teams lesson students will be allowed to ask/answer questions in the chat box, however, students must be aware that this is a monitored educational resource and should be used with maturity and respect. We have the ability to record live Teams lessons, so if a student is sharing access to computers/laptops/tablets and is unable to watch the live lesson, they can watch the recording at a later time/date.

In order to assess the progress students are making with their home learning, we are using Microsoft Forms to create quizzes that can be used as end of unit, mid-unit or end of lesson assessments. Students are sent links to quizzes that once completed are immediately submitted to their class teacher, allowing them to assess progress and understanding without students being in the classroom. Students will receive their feedback electronically and may reattempt these quizzes if they need to make improvements.

Students use the majority of these resources regularly within the Academy and should be familiar with them. However, to help our students use these resources off site we have created a set of guides, these are available on our website: <https://www.josephleckieacademy.co.uk/remoteteaching>

Where students have indicated that access to the internet is not possible, we will be sending work home via post. However, please be aware this would not be every day, but instead students would be sent work for the period of isolation or every 3 to 4 weeks if lockdown is reinstated. Any work completed at home must be returned to the Academy for assessment.

We greatly appreciate any support you can give us in ensuring that your child completes work set for them while they are absent from the Academy. This will mean that your child does not fall behind and is well prepared for when they are able to return to school. If you have any questions or concerns, please do not hesitate in contacting the Academy.

Kind Regards,

Mrs R Tranter

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