

SECONDARY SCHOOL ONLINE LEARNING PROGRAMME

- Form tutors will be available LIVE through Microsoft Teams (MT) between 8.00 am, and 8.15 am to talk through an introduction to the day.
- Students will be expected to log on at 8.00 am with their form tutor so that attendance can be taken. Technical questions can be answered with the whole tutor group present. This will avoid repetition and one-to-one interactions in line with our Child Protection Policy.
- Live lessons are delivered as per the normal school timetable every day, though lesson time is slightly reduced
- Tasks will be completed throughout the course of the day as they would be in a typical lesson, whilst others will take the form of more extended projects over the course of the week.
- No extra homework will be set during this period of online learning. It remains our expectation that children will continue to read and research in line with their subjects.
- Work will be submitted in line with the instructions of the class teacher, i.e. through MT, essay, photographs of work, video blogs of work or project work submitted on return to actual school.
- In the case of student work submitted, teachers will mark and return online where possible.
- Staff are available online between 8.00 am and 2.30 pm daily (8.00 am-1.00 pm on Thurs) should parents or students need to contact them. Outside of these hours, please understand that queries may not be addressed until the following day.

Timetables for Year 7 to Year 10

- Secondary students are to follow their normal timetable but with the revised timings as below.
- Your subject teacher will be online and available for each of your lessons.
- It is expected that secondary students check in with their form tutor at 8.00 am each morning to confirm attendance and readiness for the day and to address any issues from the previous day.
- At the end of each day, students should check out with their form tutor again, confirm online attendance and for tutors to check the well-being of all tutees.
- Lessons will be delivered through MT and secure ZOOM channels.
- Given that you are studying for a formal examination course, we expect that you will be online, prepared, fully engaged and dressed appropriately in case of video conferencing taking place.

Times	Sunday - Wednesday	Thursday
8.00-8.15	Tutor time	Tutor time
8.15 – 9.00	Lesson 1	Lesson 1
9.00 – 9.45	Lesson 2	Lesson 2
9.45-10.30	Lesson 3	Lesson 3
10.30-10.45	BREAK	BREAK
10.45 – 11.30	Lesson 4	Lesson 4
11.30 – 12.15	Lesson 5	Lesson 5
12.15 – 1.00	Lesson 6	Lesson 6
1.00 – 1.15	BREAK	Check out with tutor
1.15 – 2.00	Lesson 7	
2.00 – 2.15	Check out with tutor	