

MAESTEG SCHOOL

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Headteacher / Pennaeth: H. Jones B.A. (Hons) N.P.Q.H.

Dear Parent/Carer,

RE: Blended Learning Arrangements for Week Beginning 2nd November, Year 9,10,11,12 and 13 Pupils

Further to the letter I sent you on the 9th of October about how to access TEAMS as our blended learning platform, I would like to give you a little more information about the arrangements we have made for the week beginning the 2nd of November when children are learning from home.

At 8.40am every morning pupils will be expected to join their registration class that has been set up as a TEAM in office 365. Pupils will log on using their usual username and password, the one they use to get on to all School computers. This will allow tutors to 'check in' with their pupils and to set expectations for the day.

All pupils will be expected to follow their usual timetable and access work set in TEAMS, in the appropriate classroom. Teachers will be available in the virtual classroom during the first ten minutes of every lesson to answer any questions pupils have about the work set for that hour and then for the final ten minutes of the lesson. Occasionally, some teachers might choose to go live with their pupils if there is something they need to explain in more detail before pupils set off on their tasks. I have posted a video in the Home Learning section of our school website called 'accessing tutor time / live lessons' and this will support any pupils who are still not sure about how to get on. If you have any queries, please contact helpdesk@maestegcs.bridgend.sch.uk

As we move further towards a virtual platform, it is essential that pupils understand the rules / guidelines that they need to follow when being part of a group on TEAMS and show respect for all involved. I would be grateful if you would share these rules / guidelines with your son / daughter.

1. You **must** keep your camera off at all times
2. You **must not** record any part of the lesson or your teacher under any circumstance
3. You **must** turn your microphone **off** before entering the lesson
4. **Only** turn on your microphone when instructed to do so
5. Arrive ready to learn with your books and resources ready
6. Make positive contributions and respect others at all times
7. Use the hands up or chat function to tell your teacher you have a question or to contribute
8. Make sure your device is charged or plugged in
9. Turn off any distractions e.g. phones / social media
10. Dress appropriately (even though the camera is off)

Failure to follow these rules will result in non-participation in 'real time' tutor sessions / lessons and the offender will have to work independently without support from their teachers. We hope your son / daughter has a great experience learning at home with our teachers and we look forward to welcoming your child back on the 9th of November.

Many Thanks

Mrs Andrea Matthews
Assistant Headteacher

Motivated to Strive / Ysgogi i Ymdrechu

