



**Principal:** Dr Katharine Vincent

Friday 8<sup>th</sup> January 2021

Dear parents and carers,

I am writing to update you about the current situation and to provide you with further guidance about what to expect from the school during the lockdown period. As you will be aware, the majority of students and most of our staff are now working remotely. During this time, the school building remains open and our emergency school is running for some students and staff.

### Emergency school

Students in the following groups should continue to attend on a daily basis unless they have made an alternative arrangement with the SEN or pastoral team:

- Students with EHCPs
- Students with a social worker
- Any students who cannot access learning remotely
- Students in other groups who have been invited to attend emergency school

Students who are attending emergency school should arrive each morning at 9am and will finish lessons at 3.50pm Monday to Thursday and 2.10pm on Fridays. Any students who are attending emergency school will have breaks as usual during the school day and will be provided with a free lunch by the school.

### Remote learning

All students, including those attending emergency school, will be taught online by their teachers during this time using our online learning platform, Microsoft Teams. Students will follow their normal timetables and will continue to be taught the knowledge, skills and understanding they need for their GCSE, A-level and technical or vocational qualifications.

Please note the following in relation to the school's online learning provision during this time:

- Students will need their own laptop or tablet; please notify the school if they do not have one so that we can lend one to them.
- Students will need reliable internet access; please notify the school if you do not have this at home so that we can endeavour to support you with this.
- All students should be online at 9am each morning and should be working all day until 3.50pm Monday to Thursday and 2.10pm on Fridays.
- The majority of lessons will be 'live', with teachers running lessons through Teams.
- When taking part in online lessons, students should follow the attached Code of Conduct; this includes being appropriately dressed, following teachers' instructions and adhering to all usual school rules including the highest standards of professional behaviour.



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- Attendance to lessons will be recorded and monitored in the usual way; if students do not attend online lessons then parents will receive a phone call (KS4) or a text message (KS5).
- Any students who do not regularly attend online lessons or complete work while working remotely will be followed up by the pastoral team on a regular basis.

### **Support for students during the period of remote learning**

We appreciate that many families will have multiple members of the household at home working or learning remotely during this time. We know it can be challenging, but we would ask where possible for students to have a quiet space in which to work at home, to ensure they can fully engage with their online lessons.

For safeguarding reasons, we ask that parents and other family members do not appear on camera during students' online lessons and that they do not speak to students or teachers while lessons are taking place. We also ask that, where possible, families avoid interrupting students during their online lessons. Students will have breaks at the normal times, with a morning break between 10.40 and 11am and a lunch break between 12.40 and 1.20pm.

### **Free School Meals**

Weekly food packages are available for all families who are eligible for Free School Meals. These should be collected from the school on Mondays between 9am and 2pm.

### **January Exams**

As you will be aware, we have cancelled the majority of technical and vocational exams which were due to take place in January this year for health and safety reasons. The only exams going ahead are resit exams for Year 13 students in Business and Digital Media.

### **INSET day**

The school has an INSET day scheduled for Wednesday 20<sup>th</sup> January. This will go ahead as planned, which means that students will not have any live lessons on this day. Teachers will set work for students to complete on the INSET day, so that they can continue with their learning while their teachers are taking part in the training day.

Thank you for all your continued support during this time.

Yours sincerely,

Dr K Vincent  
**Principal**

Part of the  
**Mulberry**  
Schools Trust





## Code of Conduct – Microsoft Teams Lessons

Please find below the code of conduct for online teaching and learning on Microsoft Teams. We expect all students to abide by this, with the help and support of parents and carers.

The code of conduct is designed to achieve an optimum learning environment so that all students are learning and making progress while studying online. It is also key to ensuring our students are safe at all times.

Safeguarding is a shared responsibility between staff, parents/carers and schools. The responsibilities of each are outlined below:

### Teachers

- Agreeing to follow this code of conduct and maintaining Mulberry UTC's expectations for behaviour and learning as they would during a face to face lesson in school.
- Logging, following up and reporting any incidents that arise
- Reviewing the Safeguarding Policy, Procedures for Working with Children and Online Safeguarding Guide on a regular basis to ensure they are fit for purpose
- Providing parents/carers with useful resources to help them promote online safety at home.
- Understanding the importance of reporting abuse, misuse or access to inappropriate materials

### Students

- Following the Code of Conduct for online sessions
- Following Mulberry UTC's expectations for behaviour and learning as they would during a face to face lesson in school.
- Understanding the importance of reporting abuse, misuse or access to inappropriate materials

### Parents/Carers

- Familiarising themselves with good online safety practice and supporting their children to engage with online activities safely.
- Supporting students to ensure they follow the Code of Conduct for online sessions
- Consenting to their child joining lessons. When a student joins a lesson this will be considered automatic consent from parents and carers.

	Teachers	Students
Preparation for Learning	We recommend downloading the Microsoft Teams application and students should join the session from a desktop computer or laptop. A microphone (usually inbuilt) will be needed to participate in the session fully. Student should not join from a smartphone.	Sessions will be set up and hosted by teachers. The link to the 'Meeting' will be shared on the MS Team page for that subject, as well as in the MS Teams calendar.
Dress for Learning	Participants must be dressed appropriately (e.g. no pyjamas). Anyone not dressed appropriately will be removed from the session.	Staff will be dressed in the same way they would be for a face-to-face session.
Environment for Learning	Participants must ensure their visible background is appropriate and not distracting. We strongly recommend that participants join sessions from a communal part of their home with a parent/carer within earshot.	Staff will ensure their background is clear and free from distractions.
Registering in a session	Only students expected to the sessions will be granted access to the session. Participants should not join from two devices at the same time	Sessions will be hosted by a teacher. The teacher will take a register for every session and record absences on SIMS.
Professional Conduct	Participants are expected to engage with online sessions in the same way they would with face-to-face sessions. Participants may be removed from sessions if their behaviour is inappropriate. Participants are expected to always keep webcam/video enabled.	Staff will outline expectations at the start of each session- check that students have read the code of conduct. Staff will always keep webcam/video enabled. Staff will remove any participant who uses the chat feature when not asked to or inappropriately.
Communication in a session	Microsoft Teams video is only being used to deliver lessons and for meetings which form part of students' educational experience, such as UCAS mentor meetings. Teams video will not be used for any other communications with students. Participants will not be able to share photos, private messages or other information, and should not attempt to do so.	Staff will not contact students online outside of scheduled sessions. Staff will not add participants as contacts on any other online platform or share any personal contact information.
Security	Participants must not record any part of any session. Participants must never share a session link, ID or password with anyone or post these details to social media.	Staff will not record sessions without written consent from students and parents. Staff will never share a session link, ID or password with anyone outside of Mulberry UTC.