

4th May 2020



King Henry VIII Senior School
Warwick Road
Coventry
CV3 6AQ

Headmaster: Jason Slack BSc, MA Ed

Dear Parent,

I hope that this letter finds you well and that you are managing to stay fit and healthy during the ongoing period of 'social distancing'.

The frequency of my letters home seems to have decreased and I believe that this is a positive reflection on the new routines that have become established as we understand how best to implement and sustain online learning. I would anticipate that communication might increase once again, however, as we understand more carefully any future government plans for reopening of schools. Of course, much more detail will follow when this happens. Our priority will always be the welfare of your children. In the meantime, there are a few things that I wanted to mention.

End of Year Exams

Exam timetables will shortly be sent out by Mr Sewell, Deputy Head. This will make it clear when exams should be taken within the final week of this half term. Teachers will release the exams as 'assignments' within year group 'Teams' at the appropriate time.

The normal timetable of teaching will be suspended during this week as the pupils take their exams.

Teachers have been working hard to understand the best way in which to assess pupils understanding of their work 'remotely'. Part of this process has been to make necessary assumptions of the various home environments and access to technology that pupils have. Exams have been designed so that they can be taken on desktops, laptops, and tablet devices. We are less sure as to how easy it will be to access exams on a smartphone or a hand held device. I realise that many families are sharing devices that may make access to an appropriate device difficult at the correct time, according to the exam timetable. Exams will, therefore, remain available for completion after the appropriate time shown on exam timetable. Teachers will understand if an exam is handed in as 'overdue'. Similarly, this will allow pupils who usually benefit from additional time to complete exams and finish the exam after the published 'end' time.

I realise that exams taken at home don't recreate the environment of an exam taken at school. It is important to understand that the process of revising the material taught during the year, and the process of understanding and committing knowledge and skills to memory, is crucial to future attainment.

Pupils in Years 7 – 10 will be expected to register, as normal, each morning at 8:45am during exam week so that tutors can provide support and deal with any concerns. Pupils in Year 12 will have 'study leave' and won't have registration each morning, although form tutors will be available to contact via email if pupils need any support.

Further details will follow. I realise that taking end of year exams may take some monitoring by parents and I thank you for your assistance in this regard.

'Pre A level' Teaching for Year 11

This provision started today (Monday) for all current Year 11. Pupils will attend lessons in their three chosen A level subjects that will prepare them (and allow us to get a 'head start') for subsequent A level study. Pupils are also able to join lessons in other subjects, if they remain unsure as to their choices. The pupils will also receive work for completion outside of lessons, so that they can work independently on relevant material. EPQ lessons have also started.

Year 11 should register each morning, at 8:45am, with their tutor.

Mr Sewell has circulated all relevant details and please do not hesitate to get in touch should you have any queries.

Acceptable Use Policy for Online Learning

You may recall that I sent to you a hastily constructed 'Acceptable Use Policy' for online learning when we first started our provision back in March. Our experience of online learning has increased significantly since that time! In particular, the need for a provision of 1:1 teaching has become apparent. Whilst this might not be routine, it has become important for some teachers to give specific support to individuals (as they would do within school under normal operation). We have reviewed our policy and amended it to include a more detailed provision for 1:1 teaching online. I have copied the new policy at the end of this letter. Of course, this policy is under constant review and there may be further updates as our provision develops further.

Bank Holiday, Friday 8th May

A polite reminder that this Friday is a Bank Holiday. There is no school on this day and no lessons will be taught during the day. Lessons will resume on Monday 11th May, as normal.

Thank you for all of your ongoing support and please don't hesitate to get in touch if you have any queries.

Yours sincerely,



J. Slack
Headmaster

AUP FOR REMOTE LEARNING

Principles

- We are aiming to continue to provide an excellent education to all of our students
- Interacting with each other on-line is no different than interacting face-to-face: we are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions

General Conduct

- Students must conduct themselves in the same way they would in school
- Language, both spoken and written, should remain appropriate and suitably academic
- We continue to expect the highest standards of politeness and integrity from our students
- We expect students to access their full curriculum as much as they are reasonably able to
- We expect students to meet all deadlines set by staff for the submission of work unless affected by illness or other extenuating factors
- Students must respect the privacy of others and so must not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly, without going through official channels and obtaining permission

Conduct in 'Live' Lessons in Microsoft Teams (Meetings)

- Meetings can occur as 1:1 lessons, but please follow the Guidelines for 1:1 Remote Teaching.
- Students may join any Meeting occurring in their normal class Team
- Students must leave a Meeting when instructed to do so
- Staff will advise students of when Meetings will occur in advance, where possible this will be in a normal lesson slot
- Staff will record Meetings and share videos of them in Teams as much as is possible
- Students should only enable microphones with teacher permission
- Students should be mindful of the appropriateness of possible background sound when using their microphone
- Meeting text chats should only be used for learning conversations as directed by the teacher; these chats are logged within Teams
- Student webcams will be disabled as a default setting but may be enabled at the request of staff to support learning in a specific area such as Spoken Languages, Music, Drama and Art.
- When a teacher/pupil is using their camera, they must:
 - Use an appropriate room – never a bedroom (except when it is spare room/child's room that doubles as an office.)
 - Blur the background if possible using the video settings within the meeting
 - Always wear appropriate clothing

GUIDELINES for 1:1 REMOTE TEACHING

These guidelines can be used for subjects such as Music, Drama, Art, MFL. They can also be used for 1:1 support in Learning Development, extra revision tuition in Year 12 academic subjects and audio pastoral meetings.

- All remote 1:1 teaching must be carried out via Microsoft Teams.
- All lessons that use audio or video, should be set up as meetings and the lesson must be recorded on Teams as in given instructions.
- All Music meetings must have VMT Remote Lessons as a participant and music staff must have parental consent given by email for practical music lessons
- For Music Lessons and lessons where the student's video is turned on, a parent or guardian must be present for the first lesson. No siblings should be in the same room as the student. For consequent lessons, the parent or guardian should be present, either in the room or on the other side of an open door.
- All Lessons must take place in rooms with open doors.
- Both student and teacher must be wearing appropriate clothing. If in any doubt, terminate the call and log the reason.
- Both student and teacher must be in an appropriate location and ideally with a neutral background.
- Lessons should be kept to the correct length and avoid unnecessary impact on other learning. Lessons should take place at timetabled times. Any 1:1 revision lessons, and audio pastoral meetings with Heads of Year, should take place between 9 am and 4 pm, on a school day.
- Language must be kept appropriate.
- If there are any concerns during or after a lesson, this must be communicated immediately with a member of the Senior Management Team.

Use of Shared Resources

We expect that all resources shared by members of staff are only used as directed and, on the platforms, provided by King Henry VIII School. In particular, if resources are shared, including audio and video, students must not:

- take screenshots
- share content outside of the Team
- record any part of a lesson or video
- post any content on to another site/platform
- share any of the resources outside of the school

Sanctions

- Teachers will report unacceptable behaviour to Heads of Year and Senior Staff
- In the event of unacceptable conduct we will continue to use a 'stepped approach' to sanctioning behaviour. This may include:
 - removing students from live Meetings
 - limiting student contribution rights in Teams
 - removing student access to live Meetings
 - removing student access to any/all shared resources
- Upon our return to normal school life sanctions may be administered in light of student conduct during our period of closure