

31 December 2020

Dear Parent/Carer

Important Update: Changes to the start of term arrangements from 5 January 2021

Following yesterday's government announcement, we write to inform you of the changes to our arrangements from Tuesday 5 January 2021. In order to reduce the risk of Covid-19 spreading further in our community, all year groups will access remote learning.

The arrangements from Tuesday 5 January 2021 are as follows:

- Students in all Years will learn from home from Tuesday January 5. A full curriculum will be offered and will be available via Teams. From Wednesday January 6, lessons will be live on Teams. Students should log into Teams at the appointed lesson time where their teacher will deliver the lesson live to the class from school. Guidance on accessing live learning and around conduct during the session is outlined at the end of this letter.
- Year 13 students who have a vocational exam in Sport during the first week back should come into school for 8.45am on the day of their exam - Wednesday January 6. This exam will be going ahead as planned.
- Critical worker children from any year group will be able to attend the academy full-time from Tuesday January 5 and will follow their remote learning plan in an IT room in school. Please complete the [application form](#) if you are a critical worker— also available on the academy website - and we will contact you to confirm. Deadline for applications is 5 pm Sunday 3 January.
- Parents/carers of children who fall into the vulnerable category will be contacted by the welfare team on Monday 4 January to invite them to come to school during this period.
- Children not in school during this time who are eligible for free school meals will be sent FSM vouchers by the usual method.

It is expected that students in Year 13 and Year 11 will return to school from Monday January 11 with students in other Year groups returning on Monday 18 January. We will contact you nearer the time to confirm these arrangements.

Remote Learning Guidance

We require your child to log on to teams each morning in order to take part in their lessons. They will need to click 'join now' in the relevant subject team in order to gain access to their lesson. Teachers will post a reminder before the lesson starts in the Team chat area and signpost any resources students may need for the lesson. Homework will continue to be set.

We will be tracking student participation in the online lessons and all students are expected to take part in every lesson as if they were in school. Please read the code of conduct for live learning guidance attached.

Parents of students who have no access to an appropriate device or have no internet access at home should submit an [IT Request Form](#), which can also be found on the academy website.

The following checklist, set out by the Department for Education, will need to be adhered to during the lesson:

- Staff and children must wear suitable clothing, as should anyone else in the household. Staff will blur out their background if teaching from home.
- Any computers used should be in appropriate areas, and students will be required to turn their webcams and microphones on at specified points during the lesson.
- Live classes will be recorded so that if any issues were to arise, the video can be reviewed. This also allows those students unable to be in the live lesson to have access at a later time.
- Live classes should be kept to a reasonable length of time (in this case, 1 hour)
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use agreed platforms (Teams)
- Staff should record, the length, time, date and attendance of any sessions held.

Please see the updated appendix to the safeguarding policy on the school website for further information. <https://www.northoxfordshire-academy.org/about-us/policies#>

Covid-19 Testing in schools

We will write to you again with further details about the testing process and the relevant parental permission forms. Following government guidance, we will be planning for the introduction of testing for each Year Group during their first week back in school.

If your child has either tested positive for Covid-19, is already self-isolating or is showing symptoms of the virus on the day they are to return to school, please do not send them to school but contact us for further advice about what you need to do.

Thank you in advance for your support and cooperation in these difficult times. We wish you a safe, happy and healthy New Year.

Yours sincerely



Alison Merrills

Principal



Code of Conduct - Live Learning

To be read in conjunction with the IT Acceptable Use Policy

Students must always adhere to the Code of Conduct: during live lessons via Microsoft Teams students must follow these additional expectations:

Attendance - Students must:

- attend the live lesson promptly as per given timetable. The teacher will issue a 'meet now' just before the meeting time.
- Give notice in advance, to subject teachers if you cannot attend and state the reason.
- Ensure that any work/assignment missed is completed on return from a period of absence.

Behaviour - Students must maintain the high expectations of North Oxfordshire Academy by:

- Only taking part in the meeting at the appropriate time bearing in mind all actions on Microsoft Teams is monitored
- Only take part in lessons for your subjects that you are invited to.
- NOT engage in any spoken or written language that could be deemed inappropriate or offensive when asking questions either verbally or through the discussion function
- Requesting clarification, asking questions using the hands up function and await their turn to respond. When answered lower the hand function
- Be respectful of all those involved in the lesson

Disciplinary Procedure

- Any student not behaving in accordance with the expectations as stated above will be given a warning of removal from the live lesson by the class teacher.
- If the warning is not adhered to the student will be removed from the lesson.
- Any student not behaving in accordance with the expectations as stated above on more than one occasion will be referred to the SLT Team.
- If, after the above escalation's have been enforced and unacceptable behaviour continues the student will be removed from Live Teaching indefinitely.