



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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Diocese of Liverpool



THE CHURCH
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24TH September 2020

Dear Parents and Carers,

I hope you are well in this current situation whilst your child is isolating at home. The safety and welfare of our students and their families is always our priority. As we enter the new normal in schools we are undoubtedly going to experience periods of COVID related student absence. In these situations, our remote learning package is immediately activated. Almost all of our students, parents and carers are now familiar with this system as it was so well established in the summer term. However, I wanted to take this opportunity to provide you with a few reminders as to how the system works.

Microsoft Teams is a highly interactive system that facilitates clear online communication between staff and students. Teams is already part of our Office 365 package and students will be able to log-on through the website as they normally would for Satchel One, formerly Show My Homework; it is the same username and password. A step-by-step user guide is attached to this letter and is available on the Boteler website at www.boteler.org.uk/teams

What will provision look like for students who are isolating?

Each teacher will go live with their lesson on Teams at the time of the allocated lesson on the students' current timetable. In some cases, it may be that lesson resources are posted to Teams if there are any issues with live delivery. This may be a power point presentation, a word document, a voice over of a presentation, a pre-recorded video, a YouTube link etc. Each student is expected to complete their work at the same time as other students who are in the actual school lesson. Expectations remain exactly the same. The curriculum that absent students will follow is identical to that of students in school with the exception of some of the more practical lessons such as PE, Art etc. In these cases, alternative work to complete during lesson time will be posted. Students will still receive feedback on their work or answers to their questions via live text or teacher audio.

Lastly, we expect all of our students to engage and behave appropriately in live lessons. The allocated lesson time is precious and teachers will use this to the best of their ability to address any misconceptions or challenges that any students may have.

Please do not hesitate to contact me on ckinsey@boteler.org.uk if you have further questions. If you have specific subject queries then please email your child's class teacher directly, all their emails can be found in the school handbook which is online www.boteler.org.uk/handbook

Yours faithfully

Mr. C. Kinsey
Deputy Headteacher



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