



20 July 2020

Dear Parent/Guardian,

In preparation for our return to school in September 2020 and with reference to teaching and learning in response to the COVID-19 pandemic, we are writing to inform you of the changes that we have made to how lessons will be delivered should your child have to self-isolate, if the year group bubble is required to self-isolate or if the school or the area in which you live, is locked down.

If you have notified the school that your child is self-isolating, the subject teacher will then set the work and potentially homework from the lesson before 5 o'clock of that day, for your child, via google classroom (providing your child is well enough to be working at home. If they are unwell we do need to be made aware of this to avoid unnecessary contact).

If the whole year group or school is sent home or locked down owing to potential exposure to COVID-19, remote learning will take place in a similar fashion to the past term. Lessons will be set by the subject teacher or department teacher responsible for the year group. All work will be set and assessed via the google classroom platform. (If your child does not have access to the internet or a computer or device, it is imperative that we are informed of this as soon as possible).

In a new initiative from September 2020, should changes to in-school teaching occur, staff will be able to deliver some live streamed and also pre-recorded lessons, as a part of our remote learning methods (having undergone training on best practice and safeguarding). Students will be notified via google classroom that they will be expected to attend the live lesson (with sufficient notice given) and the timing will correspond with one of their scheduled lessons for that particular subject. They need to click on the link in google classroom at the allocated time. Please note that if remote lessons are required, it is our belief that they should consist of a variety of delivery methods and will not solely be live streamed or pre-recorded lessons.

Students will be expected to adhere to the code of conduct for remote lessons that is attached in Appendix A. Although remotely delivered, live lessons constitute part of the school curriculum and are viewed in the same way as being in the classroom.

Finally, we would like to take the opportunity to thank you for the support you have given us over the past three months. We are looking forward to being able to return to the classroom and ensuring that your child makes strong progress in the next academic year. If you have any questions regarding any of the above, please do not hesitate to contact us,

Kind Regards

Mrs S Stivarius
Assistant Headteacher

Ms R Rolls
Assistant Headteacher

Appendix A

Dane Court Online Learning Etiquette

- Only attend the sessions that you have been invited to.
Do not share the link with any other person.
- Select the meeting link 5 minutes before the start of your lesson.
It is at the top of your subject page on google classroom.
- You can log in to Google Meet using your laptop, computer, tablet or phone.
Please note that you may need to download the app if attending using a tablet or a phone.
- Meetings will be recorded by DCGS and senior members of staff may ‘drop into’ your lesson.
You are not allowed to record lessons via your own devices.
- Please have pen and paper ready for your session and any other equipment you are directed to have through the assignment.
- Wear appropriate clothes and be in an appropriate location. This means not in your bedroom and preferably a neutral location such as a dining room.
- Make sure your household know that you are in a lesson and avoid members of your household walking into the background of your session.
- ‘Chat’ function should only be used to report operational issues and to ask questions, it is not for general discussion.
- Write your full name when entering the class.
- Do not swear or use offensive language.
- Behave online as you would to a person face to face: respectful and courteous.