

# ACE REMOTE LEARNING

**Mark Hilton & Wendy Henshaw**

## **Senior Leaders responsible for Remote Education at ACE**

Dear Parents

I hope you and your families are bearing up as we all adjust to the latest changes to our lives. To ensure your children do not miss out on their education and continue to progress in their learning we have devised an online learning programme for all classes. (please see timetables attached)

The school day will begin at 9:30am and students are expected to be online and ready to start. Students will have 4 lessons per day via Zoom. 2 sessions in the morning and 2 sessions in the afternoon. Lunch will be from 11.45 to 12.30.

Students will receive emails from each teacher they are due to have that day with the link to the Zoom lesson. Each lesson will have a 30-minute live input from the subject teacher then a further 30-minute time slot to allow students to complete tasks and submit work through their Google Classroom.

Parents/guardians can receive a weekly Google Classroom summary by email to see what work has been set for their child and if there are any pieces of work their child has not completed.

### **Please follow the guidelines below when accessing on line learning**

#### **General student information.**

1. Students should use their devices in a living or communal area, not their bedrooms. Parents should ensure this. When pupils are using their camera during ZOOM calls they need to check their backgrounds and ensure they are appropriately dressed.
2. Students must ensure that the highest standard of conduct and behaviour is maintained when accessing remote learning. This is in line with the school's behaviour code.
3. Students should follow the clear instructions and expectations of the subject teacher which will be given at the beginning of each lesson.
4. **Students must allow teachers to see them at the beginning of each lesson but can disable their camera at any time after this.** (If your child struggles to do this a parent must speak to the teacher to let them know that the child is online and ready to participate in the lesson)
5. **Students must enter their correct name when prompted in order to access Zoom lessons.**
6. Students should be prompt to lessons and engage for the full time allocated both on the live feed with their teacher for 30 minutes and then the 30 minutes thereafter to complete the tasks set. All work should be submitted on line to allow teachers to assess learning.
7. Pupils may be refused entry to the Zoom session if they are more than 10 minutes late as this disrupts the other pupils
8. Pupils should be aware that all messages they leave on the chat function can be seen by their classmates, teachers and parents. If they post anything irrelevant or inappropriate, they will be sanctioned and can expect to have access permissions withdrawn. Mature and professional participation is expected.

**All students are expected to attend all lessons. If this is not possible due to health or other reasons please contact the school office as soon as possible to explain the absence. You are likely to receive welfare calls from your child's home school during the week. At the end of each week, where there has been no engagement from a student or contact from parents, ACE**

**will call parents to check on welfare of the student. Any concerns will be raised with the student's home school to follow up.**

**Tel 0151 228 0324 or email [sandfield-ao@sandfieldpark.liverpool.sch.uk](mailto:sandfield-ao@sandfieldpark.liverpool.sch.uk)**

### **Support & help**

Any pupil who feels anxious, uncertain, distressed or unsafe should not hesitate to contact the school and we will do all we can to help and support through these difficult times.