



14th October 2020

Dear Parent/Carer

Planning for Remote Learning Provision

Further to the comments in last week's Principal's Update (Autumn 4), I am writing today to outline our plans for further Remote Learning, in the event this should become necessary at some point. For now, as stated in Mr Dey's letter yesterday, **the Collegiate remains open and your child should continue to attend school as normal, if he/she remains well**. Since the start of term, I have visited a number of lessons and have been delighted to see excellent engagement from students with their studies. It is wonderful to see students taking steps towards normality and their dedication and drive to ensuring they continue to engage fully with all the opportunities for learning that Riddlesdown Collegiate afford its students.

Whilst it is, of course, our intention to continue delivering an exceptional education to all of our students on site, for as long as it is safe to do so, it would be remiss of us to not begin considering the next steps for Remote Learning, should it be necessary to move to this provision. I would therefore ask if you would take the time to carefully read the below, and attached information, regarding our provision for Remote Learning and if you could please reinforce these important messages with your son/daughter I would be most grateful.

Should some or all students need to move to Remote Learning provision at some point, parents/carers will be notified of the exact details and arrangements at that time. These arrangements may vary depending on the advice and guidance provided by Public Health England. Students should continue to access their learning through Google Classroom, just as they did throughout the national lockdown, where teachers will continue to upload resources, materials and instructions for each of their lessons. However, in addition to this, we are aiming to provide all students with weekly 'live (online) lessons' delivered by their teachers, using Google Meet. For us to be able to deliver lessons in this way, we do need permission from parents/carers and we are also asking parents/carers to confirm they have read the attached guidance and safeguarding procedures with their son/daughter.

In preparation for our Remote Learning provision to be successful, a few important steps need to be taken:

- Firstly, please read the [guidance](#) on how virtual lessons will take place, and the key safeguarding material surrounding them.
- Secondly, we kindly request that you give consent for your son/daughter to participate in the 'live (online) lessons' by completing and submitting the [consent](#) form **by 9:00am on Friday 16th October 2020**.

It is important to note that all students will be able to continue accessing the materials and resources available on Google Classroom. However, without parental consent, teachers will not be able to permit students into the Google Meet (virtual) classroom. Therefore, students will not be able to participate in the 'live (online) lessons'.

Access to the 'live (online) lessons' will be possible using a computer, tablet, phone or any gaming console that affords access to the internet. Parents/Carers will be notified of the scheduled 'live (online) lessons' through Parent Portal. The change to a lesson will be delineated with the word 'live' highlighting a move from onsite delivery to virtual delivery.

Students will be provided with access to the virtual classroom, through Google Classroom, where a link for the 'live (online) lesson' will be posted in their Google Classroom stream. Students will be able to plan their 'live (online) lessons' by using the Parental Portal timetable to organise when their lessons are scheduled. Teachers will also post this information on Google Classroom, for students to see, as soon as its available.

We hope these 'live (online) lessons' will support our students to continue receiving an exceptional education and ensures students are able to regularly engage with their community.

We thank you again for your ongoing support during these unprecedented times and whilst we hope these steps will not be necessary to implement, as the **Collegiate remains open and your child should continue to attend school as normal, if he/she remains well**, it is important for us to be as well prepared as possible - to ensure the continuity of your child's education, progress and wellbeing.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P J Bigden', written in a cursive style.

Miss P J Bigden
Head of Teaching & Learning