



BARNARD CASTLE SCHOOL
DEPUTY HEAD ACADEMIC

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Guarantee in England number 6596258
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Thursday 19th March, 2020

Dear Parents,

Remote Teaching and Learning in the Senior School

As you are all aware, the situation with COVID-19 is rapidly evolving and it is for this reason that the School has prepared for a situation when we will have to teach our curriculum remotely due to national school closures. During this period, we will ensure that the education is provided remotely, so continuity of learning will progress. The intended outcome is that as far as possible, the progress of the pupils will not be impacted negatively.

We have been working very hard over the past weeks to prepare the whole school for this eventuality. Our teaching staff have undergone training on how remote learning will be delivered, and all pupils in the Senior School have attended lessons or assemblies showing them and explaining how this will take place during a school closure – and how to access their work. The important operational aspects of this for parents are outlined below, though to enable the remote delivery of learning to be as effective as it possibly can be, we would encourage you to ensure that:

- You encourage and support your children's work including finding an appropriate place for them to work quietly and checking that the set work is complete.
- You satisfy yourself that your children are able to access Microsoft Teams as well as their School email, and that they are comfortable receiving work via this platform.
- You should contact the class teacher via email if there are any concerns, though with an understanding that there will likely be a very large volume of email traffic to and from staff and that an immediate response might not always be possible.
- Please familiarise yourself with the remote learning user agreement (at the end of this letter) which we have asked pupils to sign. There is no need for parents to return this.

Remote Learning Due to National School Closure to Prevent the Spread of COVID-19:

As the School will be closing to prevent the spread of coronavirus, Barnard Castle School will provide remote learning to pupils using a combination of email communication and Microsoft Teams.

Class teachers will plan weekly blocks of class work but issue these to pupils in discrete instalments through the week. Most departments will do this according to the following schedule:

MONDAY – WEDNESDAY – FRIDAY

or:

TUESDAY – FRIDAY,

though it may be appropriate with some classes to set tasks more or less regularly. Teachers will communicate the exact schedule to pupils with detailed guidance about the tasks required.

Homework tasks will be set, marked and returned according to the normal school prep timetable. A copy of this year's timetable will be sent as a separate document.

All work – including preps – will be set as assignments on Microsoft Teams: these can be associated with accompanying uploaded files or worksheets, but may simply be instructions to complete tasks from a particular resource. Classwork assignments may not all be marked and returned with feedback to pupils, though prep work will. Regular communication between pupils and teachers is important and should be maintained: email will be an additional very important way of communicating information about work and we have asked pupils to ensure that they check their school email daily. Teachers will check and respond to email requests for help or information from pupils throughout the working day where practicable (between 8.30am and 5pm).

Tutor groups will also have Teams associated with them, and your children will be able to maintain regular contact with their tutor. There will be a separate letter about our ongoing pastoral provision from Mr Lavery.

Pupils who have additional Academic Support lessons will also be able to contact their 1:1 teacher at agreed regular times and will be set appropriate tasks via Teams. Though 1:1 sessions cannot happen in exactly the same format as when pupils are present in School, we feel that maintaining continuing access to advice and resources is important and valuable. The Director of Music will be in touch separately about 1:1 music lessons.

Boarders and/or children of key workers who need to remain in School during a closure – whether in isolation or not – will be set and complete work in exactly the same manner as those who are undertaking remote learning from home.

This is a challenging and unprecedented time for us all and our plans, whilst thorough, will not be 'stress-tested' until fully operational. We value any feedback you feel appropriate during the process in order for us to continually evolve and improve.

The School will continue to ensure that our children are receiving the very best education they can, in a challenging situation.

With my very best thoughts and wishes to you all.

Yours sincerely,



Dr Michael Truss

Deputy Head (Academic)

BARNARD CASTLE SCHOOL

Online Remote Learning Responsible User Agreement

I understand that it is my responsibility to use online learning appropriately and I therefore agree to the following:

- I will only use technology for school purposes as directed by my teacher.
- I will not reveal my passwords to anyone (except to my parents).
- I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I came across such material I will report it immediately to my parents and teachers.
- I understand that when using Microsoft 365 and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I have been shown how to access and use Microsoft Teams and can see a Team for each of my classes.
- When working from home in the event of a School closure or self-isolation, I will check my school email account daily.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents contacted.

Print name: _____

Signed: _____

Date: _____