

4th January 2021

Dear pupils

Before we enter the next stage of **Learning@Home**, please take some time to read through the advice below. Many of you are well prepared for this moment, having experienced it before; for some of you, our programme will be new. However, all of you now have extensive experience of working online through **Microsoft Teams**; you are well used to online learning and submitting work through **Class Notebook**, and you are able to use the **Chat** function in a professional and courteous manner.

Remember, our aim is to ensure that you remain fully **engaged** in both your academic **and** co-curricular pursuits. We want the programme you are accessing to be **balanced** and **sustainable** for the time that you are learning from home.

Your daily routine during Learning@Home:

Time	Action	Explanation
8.30am	Registration	<p>You should be up, dressed in school-appropriate attire, have had breakfast and be ready to face the day from 8.30am in an appropriate workspace.</p> <p>You should register, by video, on Microsoft Teams with your tutor every day from 8.30am. The visual contact is important to keep you and your tutor group connected, as well as important training for how to present yourself formally online in future interviews and work situations. Your tutor will help you to plan your day - a structured daily routine is essential.</p> <p>Part of your morning and afternoon routine should be to check your Microsoft Teams message boards from your HSM and Tutor, who may send you notifications during the day. It is courteous to acknowledge these messages and you should turn your notifications on so that you do not miss any important messages.</p> <p>Tutor and House time on Monday and Wednesday mornings will continue as normal in Period 1. You should attend via video during these periods.</p>
8.50am	Assembly video	<p>There will be an assembly video to watch every day at 8.50am - make sure you watch this so that you may discuss it with your tutor if required. It will arrive through Microsoft Teams or your email account, so be sure to keep an eye on both accounts.</p>

9.05am	Lessons	<p>You will have 2 or 3 live lessons each day (2 for Years 10 and above), which you must attend with your video on, so that you engage fully with the lesson content. Please remember that all live lessons are recorded for safeguarding purposes and for you to refer to later if required.</p> <p>Each live lesson will be accompanied by an assignment - this is not "prep", it is learning content, and it must be completed and submitted according to the deadlines set by your teachers.</p>
4pm	Activities and House Competitions	Your HSMs will give you details of how these are happening, but it is up to you to maintain the House spirit and togetherness for which Barney is famous by engaging fully.
5pm	End of the School day	We hope that you will have finished all school work and activities by 5pm through the balance of live lessons and assignments. Of course, exam years may wish to spend some time in the evening completing valuable revision.

- There is plenty of support available to you - through your **tutors, HSMs** and **subject teachers**.
- Clear communication is very important. You should make full use of Microsoft Teams to contact teachers as required and at appropriate times (not after 7pm). Remember, teachers may not be able to give you an immediate answer as they have numerous classes to look after. Often, by reading your notes or asking a classmate, you can solve most problems yourself.
- Breaks are important and you should not be spending the whole day in front of your screen. Build in **screen-free** and **exercise** time during your day to ensure you have proper breaks.

Dr Truss will be sending you an email shortly with more details about the Learning@Home timetable, as well as an updated mock exam timetable for Years 11 and 13. Be sure to read that carefully before Wednesday morning. We wish you all the very best with your programme and hope that this will be for the short-term. We are very much looking forward to seeing you all back in school at the earliest opportunity.

Kind regards

Mr Lavery