



19 June 2020

Dear Year 12 Hayesbrook families and pupils,

As you know we have been evaluating our remote learning offer for our Year 10 and Year 12 pupils and we are pleased to make you aware of the next phase of our use of the new online learning platform. To further compliment the online work set via SMHW, our Loom videos and the in-school provision, we will be offering pupils a timetable of Google Classroom seminars from Monday 29 June 2020 and we will be releasing the timetable of this offer next week.

These seminars will be hosted within the Google Classroom package, utilising the meet facility, to offer live online opportunities. These sessions will include a short re-cap of material that has been covered during the lockdown, as well as opportunities for pupils to ask for support with either current or previously set work. This offer has been designed to increase the amount of face-to-face time between the teachers and pupils and to offer live feedback about content and skills.

Given the "live" nature of the Google Classroom offer we ask that your son/daughter follows a set of guidelines / rules when attending these sessions. These will be communicated to pupils at the start of each session, but please take the time to discuss these with your son/daughter. In order to make process, run as smooth as possible there will be two members of Hayesbrook staff in each seminar.

During a virtual lesson students should keep to the following expectations:

- Your camera should be switched off.
- Your Microphone should be muted unless a teacher has asked you to unmute yourself.
- Questions can be typed in the chat box. You must write in formal English - No text talk.
- If you misbehave you will be removed from the session and will receive a phone call home.
- You must arrive promptly; the lesson will begin exactly three minutes after the scheduled start time.

Your son/daughter has already received instructions on how to complete the sign up process, posted on Show my Homework. This was the follow up step to our previous communication on the 8 June (to help with this process we have also attached the instructions in this communication).

Could you please speak to your son/daughter regarding their sign up and ensure that this is completed as soon as possible, as without completing this process they will be unable to access the platform and seminars offered.

We are really pleased to be able to offer an extended online provision for our young men and women and look forward to using these sessions. Thank you, as always for your support. If you have any questions about the process please do not hesitate to be in touch, either by phone or email.

Yours sincerely

Sebastian St John - Assistant Principal