



4th January 2021

Dear Parents/Carers and Students,

Firstly, I would like to take this opportunity to wish you all a happy, safe, and fulfilling New Year.

Starting back in a new term can always feel a little daunting, this one is certainly no exception. For myself, as a new Principal, I could have probably wished for a better time to start too. However, this does not dull my excitement for the new role and the task ahead for us all. Out of many difficult situations comes the opportunity for us to revisit our priorities. For myself, the leadership team, and all staff at Sutton our focus over the coming months is to create an environment for high-quality teaching and learning to flourish; for students and staff to take pride in themselves, their school, and their work; and most importantly giving the students every opportunity to leave Sutton Community Academy **able** and **qualified** to play their full part in an ever-changing world.

At this uncertain time, it is prudent that we prepare fully for a change in the opening arrangements of the Academy. We are making arrangements to ensure that your child's education can continue as smoothly as possible over the next two weeks. We will continue to keep you informed of any changes in the current situation

Start of term arrangements

Monday 4th January 2021 will be an INSET Day as planned.

From Tuesday 5th January 2021 until Friday 8th January 2021:

Students in all year groups (Year 7 – Year 13) will access remote learning from home.

The Academy will have on-site provision for students who meet one or more of the following criteria:

- Key Workers' children who do not have any alternative childcare arrangements
- Vulnerable students

This on-site provision will be the same as that delivered to those students who are working from home and will take place during normal Academy hours. If you have not already done so, please contact us at academy.office@suttonacademy.attrust.org.uk as soon as possible, if you require use of our on-site provision. In your email, please state the reason you need access to on-site provision. We will contact you on 4th January 2021 to confirm your place and provide further details.

Full Academy uniform and equipment expectations will apply to all students attending on-site provision.

- Vocational and technical examinations will go ahead as planned. The sixth form team will provide specific details related to examinations and examination preparation on Monday 4th January 2021.

From Monday 11th January 2021 until Friday 15th January 2021:

- Students in exam groups (Year 11 and 13) should attend the Academy in person, along with the children of key workers and vulnerable.
- All other students will access remote learning as described below.
- Vocational and technical examinations in Year 11, 12 and 13 will go ahead during this week as planned.

Unless the guidance changes, we will reopen to all students for face-to-face teaching on **Monday 18th January 2021**.

Remote learning

Initially, our aim is to ensure that students have access to a full live lesson timetable through Microsoft Teams.

Please see the attached guidance on logging into Teams.

We expect all students to attend their full remote live lesson timetable. If your child is ill, please contact the Academy Attendance Line as normal. If your child cannot access remote learning from home, please inform us at academy.office@suttonacademy.attrust.org.uk. We may be able to loan an appropriate device.

Each morning, students will be required to log-in to Microsoft Teams using their Academy e-mail address and password. If your child has forgotten these, they can be reset by emailing:

ITSupportTDA@academytransformation.co.uk.

Key points and expectations for students in Year 7-10:

- In preparation for each lesson students should have paper and the appropriate equipment required for learning
- Students should log in to Tutor Time, from 8.45am, each day. Your child's tutor will help them plan for the day ahead, take a register and share key updates.
- Students should attend all of their assigned lessons. Lessons will be delivered by a specialist teacher but may not be their usual teacher. Lessons can be accessed from within their Remote Learning Team "posts" area and/or their calendar in Teams.
- Attendance processes will operate as normal, and regular contact will be made with home to ensure that students are attending live lessons
- Students should return work to their teacher as requested and the teacher will explain how this should be done.

Key points and expectations for students in Year 11-Year 13:

- In preparation for each lesson students should have paper and the appropriate equipment required for learning
- Students will follow their normal timetable
- Students should log in to Tutor Time, from 8.45am, each day. Students' tutors will help them plan for the day ahead, take a register and share key updates.
- Students should attend all of their assigned lessons. Lessons will be delivered by their normal classroom teacher.
- Lessons can be accessed from their Class Team "posts" area or their individual calendar in Teams.
- Attendance processes will operate as normal, and regular contact will be made with home to ensure that students are attending live lessons
- Your child should return work to their teacher as requested and the teacher will explain how this should be done.

I appreciate that this change is at short notice and may inconvenience you, but it is essential that we closely follow all government guidance on COVID-19 to safeguard our students, our staff and the wider Academy community.

Mass Testing

The government have also announced that a programme of mass COVID testing, of secondary school staff and students, will operate from January 2021. We are currently reviewing the guidance and finalising plans to implement this programme. I will write to you early in January to provide further details.

I appreciate that this change is at short notice and may inconvenience you, but it is essential that we closely follow all government guidance on COVID-19 to safeguard our students, our staff and the wider Academy community.

I would like to thank you for your support and understanding at this difficult and confusing time

Yours sincerely,

P Butterell

Patrick Butterell
Principal



Student Conduct and Acceptable Use for Live Teams Lessons Online

These **Student Obligations** exist in addition to our usual expectations in order to provide rules as to how students should conduct themselves during live Teams online lessons when learning from home.

In keeping with our high standards of behaviour during classroom lessons, all students are expected to be polite and fully focused on their work if they participate in a live lesson in Microsoft Teams.

Please note: The lesson will be recorded by the teacher leading it for the purposes of:

- Enabling those unable to join to be able to access the content at a later date
- Ensuring that staff and students are safeguarded.
- The recording will be stored by the academy until the end of **July 2021**.
- By clicking on any link in order to join a session you are giving your **explicit consent** to the recording of the session and the storage of the recording.

If you choose to have your camera enabled, your background must either be blurred using the "blur" function or a Microsoft Teams background must be selected. The teacher will be visible to all if they choose, or it may be that they use audio only, as they talk over resources.

Students need to join online **using their Academy email account** (clicking on the invite). Students are expected to follow the clear rules below, in order to make learning as effective as possible.

- 1) Punctuality is important as it supports your learning and the learning of others in your "Live" classes. Aim to be ready to learn *before* the start of lessons, so you and your teachers can make the most of each live online lesson, and ensure the technology is working.
- 2) If you add a profile picture, this must be sensible and acceptable to staff.
- 3) Students should ensure they are in a quiet location with no music or background noise (if this is going to be difficult, please let your teacher know as soon as you can).
- 4) Students should reply to the teacher when asked. The teacher will direct you to either: reply in the meeting "chat" or give an answer using your microphone. When using the meeting "chat" only formal language must be used.



- 5) Students should only comment on the learning taking place. Students may only share work documents – no other material.
- 6) Students should be respectful in how they word their comments throughout the lesson. Especially any comments writing in the meeting “chat”.
- 7) Students should be paying full attention throughout the teacher’s explanations so that they can then go on to complete independent practice.
- 8) No communicating between students (on any other messaging services outside Teams) should be happening during the online lesson.
- 9) To ask a question, all students should use the “hands up” function within Teams.
- 10) Any work set before the lesson (especially related to Home Learning) should be completed and/or submitted.
- 11) It is essential that everyone attends their live online lessons as scheduled, whenever possible, and then submits work for the deadlines that are set. If a lesson cannot be attended, students should inform their teacher in advance where possible. If lessons are missed, students should try to catch up on work if they can, remembering that their teachers will offer help and support as necessary. **The Academy will follow their usual attendance procedures if students do not attend scheduled live lessons.**

If any students’ online behaviour is unacceptable, then the teacher may mute or remove them from the session. If this happens, students should **not** unmute themselves or re-join the session unless the teacher has invited them to do so. Any muted/removed student who undoes these restrictions may then be removed from the class register by the teacher so that they **cannot** re-join until the teacher or Progress Leader/Achievement Coordinator has discussed the matter with their parents/carers and, if necessary, appropriate sanctions have been put in place.

If any unkind behaviour stems from students commenting on any aspect of the online lesson afterwards (including classmates’ contributions to the lesson), then parents/carers will be contacted to discuss the appropriate sanction.

Sessions will be recorded for other members of the class to see later on if they were unavailable during the live slot. However, students must not take screenshots or record any part of the lesson via a photograph or video. Serious consequences may result if this rule is disobeyed. **Please note: Any screenshots or recording of other students or members of staff will be regarded as a breach of GDPR guidelines.**