



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion
Achievement
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*The cornerstones of our
learning community*

6th January 2021

Dear Parents and Carers

In light of the announcement from the Government about a new national lockdown on Monday evening I wanted to write to clarify expectations. We appreciate that a return to online learning presents challenges, particularly when coupled with home working for parents, we understand and accept there may be limitations to what can be achieved. We hope that as a school we are even better prepared and able to support our students through a more varied mix of activities and approaches. The information below should help keep you informed.

We now know that all students will be learning online for the foreseeable future. We anticipate this lasting until the February half term at which point we hope there is a return to school and lessons in classrooms.

Over the next few days all lessons will gradually move from online lessons (lessons set in Google Classroom) to 'live' lessons. This means that teachers will be using video links to deliver lessons to their classes.

Students should follow their normal school timetable and expect to participate in lessons as scheduled. Live lessons will follow a general pattern, usually the teacher will start the lesson and introduce the topic or learning that will take place. It is unlikely that live lessons will run continually for the whole hour. Typically, the teacher will provide breaks where students are expected to carry on with their work independently, teachers will often re-join the class (via the video link) to check on progress or provide a plenary at the end of a lesson. In some instances, teachers may post pre-recorded lessons or provide resources with an audio file. This will depend on their own circumstances, those with caring responsibilities may find running 'live' lessons throughout the day challenging and therefore have to use varied methods of delivery.

Students should access live lessons via a link sent by their teachers, they may also be emailed a link which they simply click on to join. We use Google Meet as our video platform, this is available as an app for a phone or tablet.

I have pasted below our protocols for live lessons:

Online Live Lessons – Guidance for Students

- › Our preferred online platform for live lessons is Google Meet. Students will join lessons via Google Meet and will need to log into their school account using their usual school login (which is a 5-digit number followed by @imberhorne.co.uk, e.g. 12345@imberhorne.co.uk) and password.
- › If students are unwell and cannot participate in lessons please let the school know in the usual way.
- › Students can only participate in Google Meet sessions using their school Google accounts. Cameras should be on and microphones muted.

Imberhorne Lane
East Grinstead
West Sussex
RH19 1QY

Tel: 01342 323562

E-Mail: info@imberhorne.co.uk

www.imberhorne.co.uk





- Students should also participate in live lessons in a suitable location and against a neutral background.
- Students should be dressed appropriately whilst conducting video conferences – they should wear uniform with the school logo visible on their clothing.
- No elements of live lessons should be recorded by students or parents, if the school becomes aware that the voice or image of a teacher has been inappropriately recorded that is viewed as a serious matter and is likely to lead to a student being removed from future live lessons.
- Students should conduct themselves in a manner appropriate for a school environment – including use of appropriate language.
- Students should understand that they are free to mute themselves, turn off their webcam, or leave the conference if for any reason they become uncomfortable during the session.

It may be helpful to access our online learning page from the school website (<http://www.imberhorne.co.uk/online-services>) in addition if your child requires further learning resources we recommend BBC Bitesize <https://www.bbc.co.uk/bitesize> and Oak Academy <https://www.thenational.academy/>

I would also like to take this opportunity to update you with regards to testing in schools. As you are probably aware schools have been asked to undertake routine testing of students and staff in schools to help identify asymptomatic individuals and to offset any periods of isolation required for those designated as contacts. We have participated in three webinars to-date and understand the complex arrangements needed to set up such testing systems in school. A substantial amount of training and preparation is required, this will take time. We hope that with limited numbers currently in school we can trial approaches before trying to conduct testing on a wider scale. Please be aware it will take several days and perhaps even a few weeks until testing may be established, we will keep you informed of the progress we make and will request consent for any testing that takes place.

We really appreciate your support at this time. We hope that live lessons make learning at home more interactive and therefore more rewarding for students and staff, we value your feedback on such matters. If you have any concerns or difficulties please contact your son/daughter's Head of Year in the first instance. They may direct your enquiry to others according to need.

Yours faithfully

Mr M Brown
Headteacher