



St Aidan's Catholic Academy

*'We believe that God has created each person
to celebrate life to the full'*



'Where excellence is a habit'

17th June 2020

Dear Parents/Carers,

I write to advise you of some important and exciting changes we are making to our Home Learning Programme. From 22nd June we will be delivering a timetable to students in Years 7-10 through remote direct instruction lessons. The compulsory daily live timetable will complement and build on the home learning through 20 minute pre-recorded remote instructional lessons. Combined with activities, each session should engage your son for a maximum of 40 minutes. There will be four forty-minute learning sessions per day. This will include a PE session and an opportunity for your son to join in Reflection at the beginning of each day.

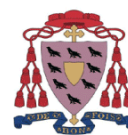
We are requesting that your son follows the attached timetable throughout the school day, logging on and accessing the lessons via TEAMS. The following should be adhered to by your son when completing work:

- At the beginning of each day your son should log in to TEAMS at the designated time. He should then check his 'Home Learning Timetable' and open the video for the relevant subject, relevant day and relevant week.
- He should then follow the instructions in the lesson.
- During the lesson an assignment task will be instructed. This should be completed within the lesson and submitted. Deadlines for submissions will be 24hrs. This is to allow your son the opportunity to seek further support should he need it.
- If your son is struggling to complete the work within 24hrs he must contact his subject teacher through TEAMS to discuss.
- Should you have a question about the work, a teacher from each subject will be available on a rota between 12-2pm each day for you to contact through teams to discuss.

The timetable will not cover the following subjects;

- RE
- ART
- MUSIC
- ICT

These subject areas will be developed outside of the timetabled hours through a cross curricula project which allows students to engage in each of the areas. This project will last four weeks and can be completed at the convenience of the student.



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Responsibility of parents:

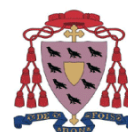
To ensure that your son is ready for the demands of school when normality resumes, we request that you ensure that your son engages with the 'Remote Learning Timetable' and logs on to TEAMS at the relevant time. The Academy view participation in this as a compulsory element of your son's education. Please can you continually monitor, encourage and motivate your son to complete the set work, always to the best of his ability. You can support by:

- Ensuring that each day your son logs in to TEAMS at the designated time and opens the relevant timetable.
- During the lesson an assignment task will be instructed. This should be completed by your son within the lesson. Deadlines for submissions will be 24hrs to allow your son further support should he require it.
- If your son is struggling to complete the work within 24hrs he must contact his subject teacher through TEAMS to discuss.
- On completion of the lesson there will be a task which allows your son to demonstrate engagement and understanding. This will be submitted on TEAMS.
- Should your son have a question about the work, a teacher from each subject will be available on a rota at a set time each day for you to contact face-to-face through TEAMS to discuss. This will be within the 24 hour deadline of assignment submission.
- Please continue to check Class Charts to ensure that your son is up to date with his assignment for his core, non-core and options subjects. .

If you are concerned about the work being set for your child and have not received a response from their subject teacher, please contact your Head of House.

Guidance for students: Tutorials

Tutorials will last approximately 15 minutes and will be conducted within the subject TEAMS slot. The purpose for the tutorial is to allow students to ask relevant, academic questions about the material they have encountered in that day's lesson. A subject specialist will provide support to any questions asked. The support sessions will be accessible via teams at the allocated time:



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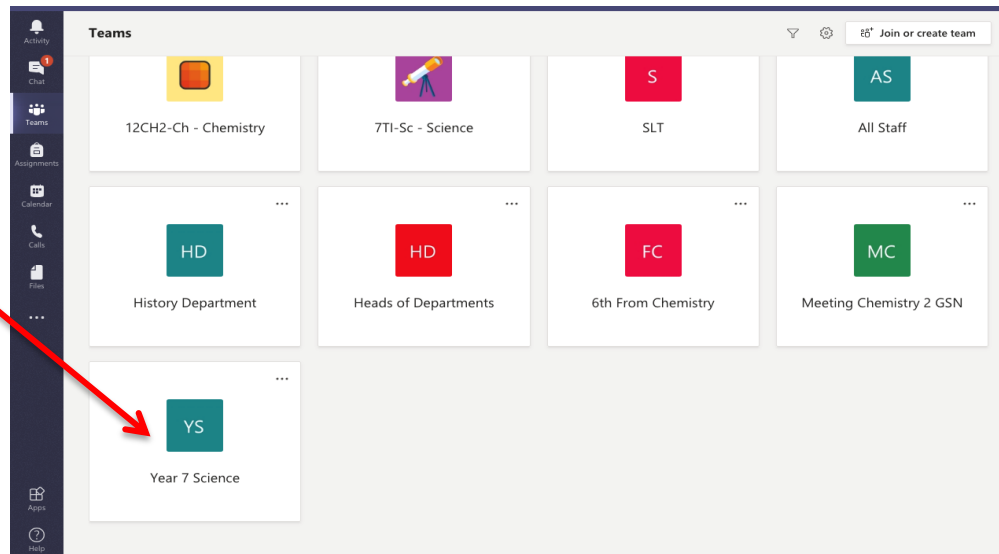
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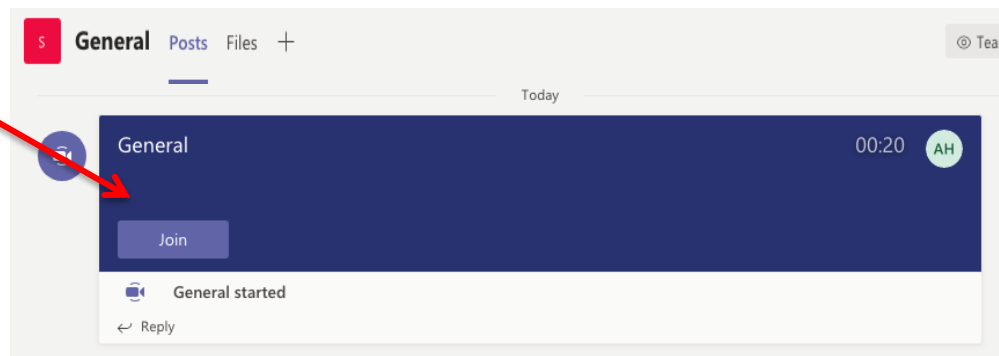


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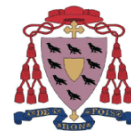
Step 1: Locate and select your subject and year group specific team. E.g. 'Year 7 Science'



Step 2: The meeting will have been started by your teacher, click 'join' to access the support session. In order for the tutorials to be productive and provide all students with guidance and support it is important to follow the procedure set out in the following points:



- Ensure that your microphone is on mute until you are invited to speak
- Attend the tutorial individually, not with other members of your household
- Ensure you are appropriately dressed for the tutorial
- Ensure that you are in an area which is free from distractions
- Pre-prepare any questions that you may have prior to the tutorial
- Ask all questions directly to the teacher
- Have a pen and paper ready in case you need to take notes
- Only one person should speak at any one time
- Ensure that you address the teacher appropriately as 'Sir' or 'Miss'
- Do not engage in off subject conversation with other invitees



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The teacher is in charge of the tutorial and it is important to remember that although the tutorials are conducted via video link, normal classroom protocols are still in place. It is important that you make the most of the opportunity to address any concerns you have regarding your courses of study.

Thank you

Mr Glenn Sanderson
Headteacher



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Timings:	Year 7-10	Monday			Tuesday			Wednesday			Thursday			Friday		
8.55am	Reflection	Reflection			Reflection			Reflection			Reflection			Reflection		
9-9.40am	Session 1	English			English			English			History			English		
9.40-10	Break	Break			Break			Break			Break			Break		
10-10.40	Session 2	Maths			Maths			Geography			Maths			Maths		
10.40-11.20	Session 3	Science			Languages			Science			Science			Science		
11.20-12	Physical Activity	PE			PE			PE			PE			PE		
	Subject:	Eng:	Ma:	Sci:	Eng:	Ma:	MFL:	Eng:	Geog:	Sci:	Hist:	Ma:	Sci:	Eng:	Ma:	Sci:
12.00-12.15	Support sessions:	Y7	Y8	Y9	Y7	Y8	Y9	Y7	Y8	Y9	Y7	Y8	Y9	Y7	Y8	Y9
12.15-12.30	Support sessions:	Y8	Y7	Y10	Y8	Y7	Y10	Y8	Y7	Y10	Y8	Y7	Y10	Y8	Y7	Y10
12.30-12.45	Support sessions:	Y9	Y10	Y7	Y9	Y10	Y7	Y9	Y10	Y7	Y9	Y10	Y7	Y9	Y10	Y7
12.45-1.00	Support sessions:	Y10	Y9	Y8	Y10	Y9	Y8	Y10	Y9	Y8	Y10	Y9	Y8	Y10	Y9	Y8
1.00-2.00	Support sessions:	SEND Support			SEND Support			SEND Support			SEND Support			SEND Support		
	Cross Curricula project:	Art/RE/Music														