

Information for Pupils and Parents 22nd January 2021:

Form 'check-in' will continue with no changes.

Here is a reminder of check-in timings:

Key Stage 3 - 8.30 - 8.45

Key Stage 4&5 - 8.50 - 9.05

Form Tutors will email a link to pupils a few minutes before the session is due to start. Please note that only pupils who have provided consent will be able to attend these sessions.

Changes to KS3 learning timetables:

From Monday 25th January, we will be making changes to the KS3 remote learning timetable, so that we can begin to provide some 'live' lessons in Yrs 7, 8 and 9. The main change for KS3 pupils will be a move to their normal school timetable (the one they follow when in school). The previous home learning KS3 timetable will no longer run.

From this Monday, all pupils in Yrs 7, 8 and 9 will be provided with work for all 'morning' lessons on their normal school timetables. Class teachers will post work for lessons 1, 2, 3 and 4, each day, via Google classroom.

The start times of lessons during the virtual school day are as follows:

Lesson 1 - 9:10

Lesson 2 - 10:00

Lesson 3 - 11:00

Lesson 4 - 12:00

Teachers will continue to provide a variety of asynchronous and synchronous learning resources (document based work, video recordings and live sessions). All materials will be tailored to meet the needs of individual classes.

If a 'live' session has been scheduled, class teachers will let pupils know this in advance of the lesson. Teachers will also provide pupils with the information that they need to join specific sessions via Google Meet. Pupils have already received guidance about accessing live lessons.

Live sessions will be delivered using Google Meet and may take one of the following formats:

- teacher delivery/exposition/presentation
- Q&A session
- short exposition/demonstration to support a set task
- live teacher support for learners as they work through a task

Please note that we are only expecting pupils to work the equivalent of four lessons per day. If any pupil finds that they are unable to complete the work in the amount of time suggested, they should

let their teacher know. The nature of the work set should allow pupils some flexibility to take breaks within the school day.

Online learning will continue to follow the current arrangements for pupils in Yrs 10, 11, 12 and 13. There are no changes to the provision outlined below.

Key Stage 4 (Years 10 and 11)

Pupils in **Yr10 and Yr11** will continue to receive 'online' sessions for all lessons scheduled on their 'normal' timetables (with some minor exceptions in RE, Games and Welsh Bacc). Teachers will be delivering a variety of 'online' learning that is tailored to the needs of individual classes.

At Olchfa, 'Online' lessons/sessions are defined as:

- **live session delivered using Google Meet**
 - **teacher delivery/lecture**
 - **Q&A session**
 - **short exposition/demonstration to support set task**
 - **live teacher support for learners as they work through a task**
- **pre-recorded instructional video**

Work will be set at the start of each lesson so it is important that pupils are ready to engage in their learning. Some of the sessions will be 'live' (synchronous) and, if this is the case, teachers will send relevant information to pupils in advance, via Google Classroom, so that they are able to join the 'meet'. Assignments completed at home should be submitted using the Google Classroom platform.

KS4 teachers will not be setting additional directed tasks outside of the scheduled lesson. Pupils should only complete what they can manage in the designated lesson slot.

If any pupil finds that they are unable to complete the work in the amount of time suggested, they should let their teacher know. The nature of the work set should allow pupils some flexibility to take breaks within the school day.

Years 12 and Year 13 (KS5)

All students in the Sixth Form will continue to receive online learning materials for **all lessons** scheduled on their 'normal' timetables. All work will be set via Google Classroom.

Teachers will be delivering a variety of 'online' learning that is tailored to the needs of individual classes.

At Olchfa, 'Online' lessons/sessions are defined as:

- **live session delivered using Google Meet**
 - **teacher delivery/lecture**
 - **Q&A session**
 - **short exposition/demonstration to support set task**

- **live teacher support for learners as they work through a task**
- **pre-recorded instructional video**

Work will be set at the start of their timetabled slot so it is important that students are ready to engage in their learning. Some of the sessions will be 'live' (synchronous) and, if this is the case, teachers will send relevant information to pupils in advance, via Google Classroom, so that they are able to join the 'meet'. Asynchronous material will be posted at the start of the timetabled lesson.

KS5 teachers will continue to set additional directed tasks that students will be expected to undertake independently. These tasks may be linked to the online sessions so it is very important that students engage in all timetabled sessions. Assignments completed at home should be submitted using the Google Classroom platform.

If any pupil finds that they are unable to complete the amount of work being set, they should let their teacher know. The nature of the work set should allow pupils some flexibility to take breaks within the school day.

Please note that, in all cases, the safeguarding of staff and pupils will remain our main priority when 'live' sessions are conducted. All pupils/students wishing to participate in 'live' sessions will need to sign and adhere to our 'Acceptable Use Policy'.