

28 April 2020

Dear Parent/Guardian and Student

I hope that you and your families continue to be safe at this current time and are now well adapted to the new circumstances we find ourselves in. I wanted to write you to let you know about: how we are recognising the hard work students are putting in at home; to clarify how we as a school are continuing our pastoral care and to give students and parents some top tips for working at home.

### **Rewarding Engagement Virtually**

The school has been very impressed to see so many students engaging in a new way of learning and continuing to develop that learning through completing various tasks set by teachers. This has seen the school award nearly seven thousand DREAM house points to students for good or outstanding work – that's seven thousand completed pieces of work which is an outstanding effort so well done.

### **Tracking Engagement Virtually**

We are also tracking students who may not be engaging in work, in these circumstances we are communicating with both the students and parents via ClassCharts and also specifically to parents via email. It is important that if students for any reasons are unable to complete and or access their learning that the school are made aware. This will enable us to try and help find a solution to any issues. In this case, please contact the school office via phone 0118 966 8065 (8.30-3.30pm) or email [MERoffice@maidenerleghtrust.org](mailto:MERoffice@maidenerleghtrust.org)

### **Pastoral Care Virtually**

The pastoral team have been busy keeping in contact with students through a variety of means and it has been great to speak to students and parents over the phone about how everything has been going. Here is how staff and students will continue this moving forward:

- Students should be 'checking in' each day via ClassCharts wellbeing section – here they can let us know how they are feeling and ask for a wellbeing call back if needed.
- Students can use their year group Google Classrooms for support - this is overseen by the HOY and it allows questions to be asked, messages to be given and support sought if needed
- Check in calls home have already been going on. This is where either a student's HOY, mentor or tutor makes a call home to catch up with parents and students about how they are. This is a good opportunity to raise any concerns but also catch up with teachers
- HOY/Tutor zoom calls have also been going on in various year groups – students have found these helpful just to keep in touch with other students and familiar teachers faces

### **Learning Virtually - Using ClassCharts and Google Classrooms**

The engagement with both of these platforms has been good thus far and we ask that as an expectation students use these to ensure they know what to do.

- Students should log into ClassCharts each day and 'check in' via the wellbeing section. They can also see the house points awarded for work completed whilst most importantly have a clear picture of what work they have been set to complete via the homework section.
- Parents can see the same information as students in through their own login, enabling you to support students in managing their time and to help facilitate their learning where possible.
- Students should log into Google Classroom each day. Students are members of various 'classrooms' which have been set up by their teacher; here students will see instructions about the work they need to complete. This is also the place where they hand in work and receive feedback from their teachers.

**What to do if you are having any problems with ClassCharts or Google Classroom**

If students and or parents are unable to log onto ClassCharts, then please contact the school. You can do this via phone 0118 966 8065 (8.30-3.30pm) or email [MERoffice@maidenerleghtrust.org](mailto:MERoffice@maidenerleghtrust.org). Alternatively students can seek support through the wellbeing section on ClasscCart and someone will get back to them regarding any issues.

If you are having any issues with using Google Classroom, then please refer to 'The Google Classroom Cheat Sheet for Students' which can be found in your Year room in Google Classroom. The cheat sheet is a 14-page reference guide to help students understand the platform. You can also email IT support if you are having any problems with logging on:

[googleclassroom@maidenerleghschool.co.uk](mailto:googleclassroom@maidenerleghschool.co.uk)

Yours sincerely,



**Mr D Hood**

Assistant Headteacher for Behaviour and Culture