



Year 10 – online tutorials with Ark Alexandra Teaching Staff Commence date: Wednesday 29th April 2020

Dear Parent/Carer,

From Wednesday 29th April 2020, teaching staff will be delivering small group tutorials to Year 10. Each student will receive a tutorial for subject that they are studying. The purpose of the tutorial is to identify knowledge/skills gaps and provide an opportunity for students to ask questions about the work set.

The tutorials will take place during the time of their timetabled lesson, for example their History tutorial will take place when they would normally have one of their History lessons. Teachers will communicate with students via 'Show my Homework' and they will inform your child about the exact date, time, and length of each tutorial session.

It will be helpful if you could support your child to create a timetable together to ensure the tutorial is protected and that your child is ready to participate.

Tutorial preparation

In preparation for each tutorial, it will be helpful for students to have tried / completed all the work set. Each tutorial will take place via MS teams, which can be download for free from the app store. Your child can then log into it using their school email address. The app is compatible with mobile, tablet and desktop devices. **Further information can be found on our website.**

About MS Teams

This is an on-line communication tool being used by schools nationally during lockdown where lessons are being taught to students. Staff will be making the call to students via MS Teams during the allocated time as outlined on 'Show My Homework'.

Expectations of Students in Live Tutorial Sessions

Distance learning requires teachers and students to adapt normal classroom routines to the online world, but the normal high expectations of behaviour will remain: polite, courteous and always trying to do their best.

Recording sessions:

Members of staff may choose to record live learning sessions so that they can make them available to students. Students can opt out of having their video recorded by switching off their camera. Students and teachers that have their video cameras on should blur the background so that their privacy is protected. The sessions are recorded so that all members of the class are safeguarded, and the session can be reviewed if necessary.

The recording of still images, filmed images or audio of staff or other students without permission, and the distribution of such images, is strictly forbidden.

Appropriate Learning Environment:

It is expected that students will engage in lessons in a manner as similar to regular classroom learning as is possible. This includes: not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson unless directed by the teacher, nor are other functions on the device; students should have all their equipment ready before the lesson.



Appropriate dress:

Students and teachers should be dressed appropriately as they would be in the normal classroom setting. This does not mean that students must wear uniform, but they must be fully dressed in suitable day time clothing.

Chat functions:

Making inappropriate, offensive, or unkind comments, including through emojis and/or images, **will not be tolerated**. Any profile names used must follow teacher recommendations.

Sharing of images and files within a session:

Any visual or audio file shared with others must be appropriate to the learning task.

Behaviour expectations:

Behaviour when working as part of an online lesson should be as expected in normal classroom learning: quietly attentive; prepared to ask and answer academic questions; attempt learning tasks in good faith, whatever the challenge; engage respectfully with others when collaborating.

There is an expectation that students will engage in online collaborative work when requested by their teacher, work in a respectful and helpful manner, following instructions carefully.

Students must not interfere with another student's work without their permission, whether it is work submitted on a platform or shared work in a collaboration space (such as in OneNote).

Completion of work:

Students are expected to take reasonable steps to complete learning tasks in the timescales set by teachers so as to maintain progress in their studies.

Distance learning requires greater self-management of task completion by students, given the absence of physical face-to-face teacher student contact.

Timely communication of expected/experienced delays to work submission, and an openness of both parties to listen and adapt to the dynamic challenges collectively faced, are key to maintaining strong teacher-student learning relationships and academic progress.

We know that these tutorial sessions will benefit students greatly by providing an opportunity for 'real time' learning and communication. It is important that students make the most of this learning time with their teachers. We greatly appreciate your full support thus enabling your child to achieve maximum success and learning from the tutorials.

Yvonne Powell, OBE
Executive Principal