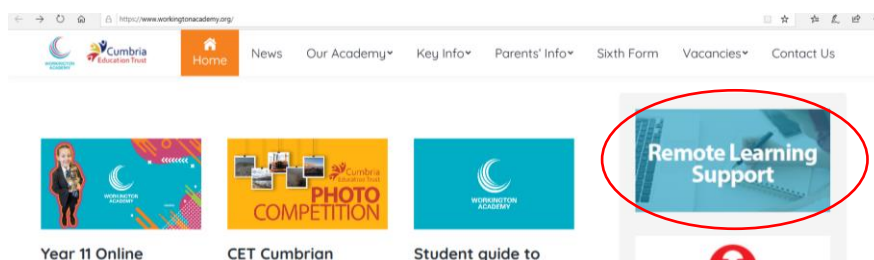


Dear Parent/Carer

This is the end of our fourth week in lockdown and our students are continuing to make good progress through their on line learning. On the school website, there is now a dedicated page that provides training and support for families on remote learning at Workington Academy. In this area you will find help on a variety of topics, from using Microsoft Teams to uploading completed work. The link to the help page can be seen on the school website:



Below is a list of expectations for students when they are learning remotely, these have been shared in assemblies last week:

- Where possible all communication with teachers must be through Microsoft Teams and our staff will get back to students promptly and always within 48 hours
- We will provide you and your child with a lesson by lesson summary on Firefly, but all required resources will be placed on Microsoft Teams unless otherwise stated. All work should be submitted on MS Teams.
- The Teams Chat function should only be used for remote learning related communications or to get in touch with a member of the pastoral team.
- During live lessons the teacher will decide when to ask pupils to switch on cameras, e.g. for asking questions and for discussion. All students need to add a background to your camera and ensure that they are dressed appropriately from tutor time onwards, as they would be if they were in school.
- All thumbnails on MS Teams need to be changed to a student's initials or an appropriate photograph of themselves.
- The teacher always maintains control of the lesson – mute buttons and screen sharing can only be used by the teacher and student microphones must be muted throughout the lesson unless the teacher asks a student to unmute.
- Student conduct and behaviour in a live lesson must be excellent.
- It is really important that students take screen breaks at their normal break and lunch times. We have made adjustments to lessons and the work that we are setting in an attempt to support this.
- Students must take a photo and upload their work after they've been part of a live lesson.
- Given that students are following their normal school timetable we expect that there will be times when they don't manage to complete all the work that they've been set. Although they may intend to go back and finish any incomplete work at a later time it's important that they upload their work at the end of each lesson so our teachers can see what they've managed to achieve. This allows us to constantly review our remote learning package.

We appreciate that the current circumstances bring challenges for everyone and that some days may be better than others. Nevertheless, the wellbeing of our students, parents, carers and staff must take

priority throughout this time. Please do not be worried if your child is working hard but you feel they are a bit behind on their tasks and please don't allow them to spend more time on tasks than they would normally have for that lesson (1 hour). If your child is unable to access their remote learning due to illness, please let the school know and we will inform your child's teachers.

After the announcement this week that schools will not reopen until the 8 March at the earliest, we are starting to plan for the return of students to the Academy. We will keep you updated on school reopening as we receive more information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Bedford', written in a cursive style.

Mark Bedford
Deputy Headteacher