

Friday 8th January 2021

Dear Parent/Carer,

I am writing further to my letter of 6th January to update you regarding our arrangements for online learning during the current lockdown period.

### **Live Lessons**

Starting from **Monday 11th January 2021**, we will be delivering live lessons online for all students. Your child should be familiar with this system already, and they will be informed of when their live lesson will take place by their class teacher at the beginning of the week. The frequency of the live lessons will depend on when they have homework in each subject.

Your child's teacher will generate a Google Meet link within their Google Classroom shortly before the lesson begins. Your child will need to be logged in with their camera and microphone switched off before they join the Google Meet lesson.

### **Online Learning - assignments**

We are expecting all students to follow their daily school timetable remotely at home. If your child does not have a live lesson, they will be doing an assignment on Google Classroom.

Your child has a copy of their school timetable stuck into their blazer booklet. If the timetable has been lost, please email [info@eastlea.newham.sch.uk](mailto:info@eastlea.newham.sch.uk) FAO of your child's Achievement Leader and they will get back to you.

### **Using Google Classroom**

If your child is unsure about how to log into RM Unify they can use the guide below to access this information:

[A Student and Parent's Guide to Accessing Google Classroom](#)

Your child can also contact their class teacher through their Google Classroom or through their school email account which can be found on the RM Unify home page.

If your child needs to know a Google Classroom code, they can be found on the Blended Learning page of the school website [here](#).

### **Contact / pastoral support over the lockdown period**

It is extremely important that we continue to communicate between school and home during lockdown. Please note that your child will have assemblies and tutor time on a regular basis during lockdown. The times are shared below:

#### **Tutor Time / Assembly**

All students will have a year group assembly weekly on a Tuesday at 8.45am. It is very important that your child joins as important messages will be shared with students as a year group.

All students will also have tutor time on a Wednesday and Friday from 8.45am-9am.

Both the assembly and the tutor time sessions will be delivered through your child's tutor group Google Classroom.

### **The school day during lockdown**

In order to make the school day more streamlined, we will be following the regular timings outlined below as we do not need to have staggered start times or breaks. The timings of the school day during lockdown are outlined below.

Please do show these to your child as there may be some slight changes to what they have been following when in school:

<b>Monday to Friday</b>	
08:45 - 09:00	Tutor time
09:00 - 10:00	Period 1
10:00 - 11:00	Period 2
11:00 - 11:15	Break
11:15 - 12:15	Period 3
12:15 - 13:15	Period 4
13:15 - 14:00	Lunch
14:00-15:00	Period 5

If you have any concerns or questions about your child's remote learning, please do get in touch with us at the [info@eastlea.newham.sch.uk](mailto:info@eastlea.newham.sch.uk) address and we will direct your email to the appropriate person to respond.

If you are reading this letter on paper and wish to access the hyperlinked documents, you can find a copy on our website on the blended learning page.

Keep safe and well

Yours faithfully,



Sarah Morgan  
**Head of School**

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