



5/1/2021

Dear Year 12 Parents/Guardians,

This letter supersedes the remote learning information provided to Year 12 parents on 18<sup>th</sup> December.

The government has announced the closure of schools to most students until at least February half term. The school will now move to remote learning. **On Friday 8<sup>th</sup> all Year 12 students will receive access to remote learning study work and from the week beginning Monday 11<sup>th</sup> January the school will offer full-time remote education to our Year 12 students including live remote lesson provision.**

## Remote Learning

In a situation that requires students to remain at home, the school has planned capacity to offer immediate remote education to ensure consistency, support student access to high-quality online and offline resources that are linked to the school's curriculum expectations, and work with families to deliver a broad and ambitious curriculum during remote learning. Year 12 will now move immediately to our remote education plan.

The school will provide continuity of education *mainly* in the following ways for your child:

- a) Remote learning support in real-time through live lessons and alternatives through the use of streamed lessons.
- b) Access to high-quality online and offline resources that are linked to the school's curriculum expectations, including additional technologies that suit specific departments and students.
- c) Use of online tools in Microsoft Office 365 that will be consistently used across the school to allow interaction, and effective assessment and feedback.
- d) Provide printed resources, such as textbooks and work packs, for students who do not have suitable online access.
- e) Support students to work independently to improve learning outcomes.

Assuming that a student is healthy and well enough to work, students will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability.

### Main School Office

**Upper Site:** Mornington Road, Woodford Green, Essex, IG8 0TP Telephone: 020 8504-3419  
**Lower Site:** Sydney Road, Woodford Green, Essex, IG8 0TB Telephone: 020 8504-8946

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## Live Lessons

Students will have access to live lessons in their subjects in addition to support from a suite of Stream videos ready to support remote learning where required. Some departments will be providing bespoke Stream remote learning packages that are meaningful and ambitious. Details of the timetable are included in this letter and live lesson support is highlighted.

All live lessons will be carried out using Microsoft Teams. Students are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school.

### **How to access live lessons:**

Teams lessons are best when students join them from the Teams app, rather than Teams on a web browser. All live lessons will be accessed through the calendar. Students select the 'Calendar Meetings' button on the left side of the app to see their lessons scheduled. Students must find the lesson timetabled, and then select join. Teachers will make use of calendars, schedulers, and reminders so students know when a specific learning activity (e.g. a "live" interactive session) is coming up or when assignments are due. A student friendly video on how to access lessons as well as accessing Office 365 and associated apps can be found on the school website by clicking:

<https://www.tchs.org.uk/curriculum/remote-learning/>

### **For live lessons, students must follow the guidelines given below:**

- Students must have their web cameras turned off at all times.
- Students must have their microphones muted at all times unless they have been asked to speak by the teacher.
- Students must use the 'hands-up' function within Teams if they need to get the teacher's attention.
- Students must ensure that all chat is appropriate and about the lesson taking place.
- Students must not record, or take photos, of any part of the lesson.

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- Students must contact the IT department if they are having IT issues.
- Students must watch the recorded version of the lesson if IT issues prevent them from being present for (parts of) the lesson.
- Students must ensure they are in a quiet work area within their home where they can take part in the lesson without being distracted.

## Microsoft Streams

Any lessons not delivered live will be streamed using Microsoft Streams. These are videos, which have been pre-recorded and take students through the lesson as if they were in class. Links to these videos will be shared with students in Microsoft Teams. Students should be encouraged to make notes on the videos that they have watched and to email their class teacher if unsure of any aspect of the work set.

## Timetables

Please note that in the main, we will continue with the timetable that is in operation in the school. Lessons are scheduled as per students' current timetable. The school currently operates a four-week timetable, though for most subjects there is a fortnightly timetable. The four weeks of the timetable have been called A1, B1, A2 and B2. Friday 8<sup>th</sup> will be week B2. On Monday 11<sup>th</sup> January students will begin their A1 timetable.

Departments will ensure that they make use of calendars, schedules, and reminders so students know when a specific learning activity (e.g. a "live" interactive session) is coming up or when assignments are due.

Please find the timetable below:

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# Trinity Catholic High School

Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

## Year 12 - A1 and A2

Day/Period	Monday	Tuesday	Wednesday	Thursday	Friday
1 9:05- 10:25	DT/ English Combined/ Sociology	Business Studies/ Chemistry/ DT/ Economics/ Maths/ Physics/ Spanish	French/ Biology/ Economics/ Maths/ Politics/ Psychology	Photography/ Extended Project/ Maths	Business Studies/ Computer Science/ Film/ Geography/ Physics/ PE/ Psychology/ Religious Studies
2 10:35- 11:45	French / DT/ English Combined/ Sociology	Business Studies/ Chemistry/ DT/ Economics/ Maths/ Physics/ Spanish	Biology/ Economics/ Maths/ Politics/ Psychology	Photography/ Extended Project/ Maths	Business Studies/ Computer Science/ Film/ Geography/ Physics/ PE/ Psychology/ Religious Studies
3 12:50- 14:10	Biology/ Chemistry/ English Language/ Further	English Language/ Media/ Music	English Language/ Food Science/ Further Maths/ Geography/	Art/ English Combined/ Physics/ Sociology	Biology/ Economics/ English Language/ Maths/ Media/

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	Maths/ Media		History/ Media/ Theatre/ Extended Project		Music/ Politics/ Psychology
4 14:25- 15:35	Biology/ Chemistry/ English Language/ Further Maths/ Media	English Language/ Media/ Music	English Language/ Food Science/ Further Maths/ Geography/ History/ Media/ Theatre/ Extended Project	Art/ English Combined/ Physics/ Sociology	Biology/ Economics/ English Language/ Maths/ Media/ Music/ Politics/ Psychology

## Year 12 - B1 and B2

Day/Period	Monday	Tuesday	Wednesday	Thursday	Friday
1 9:05- 10:25	DT/ English Combined/ Sociology	Art/ Business Studies/ Chemistry/ DT/ Economics/ Maths/ Physics/ Spanish	French/ Business Studies/ Computer Science/ History/ Psychology/ Religious Studies/ Extended	Photography/ Extended Project/ Maths/ English Language	Business Studies/ Computer Science/ Film/ Geography/ Physics/ PE/ Psychology/ Religious

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			Project/ Biology		Studies/ History
2 10:35- 11:45	French / DT/ English Combined/ Sociology	Art/ Business Studies/ Chemistry/ DT/ Economics/ Maths/ Physics/ Spanish	French/ Business Studies/ Computer Science/ History/ Psychology/ Religious Studies/ Extended Project/ Biology	Photography/ Extended Project/ Maths/ French/ English Language	Business Studies/ Computer Science/ Film/ Geography/ Physics/ PE/ Psychology/ Religious Studies/ History/ French
3 12:50- 14:10	Biology/ Chemistry/ Further Maths/ Media/ Photography/ Geography/ History/ Theatre	Film/ Geography/ History/ Physics/ PE	English Language/ Food Science/ Geography/ History/ Media/ Theatre/ Biology/ Chemistry	Art/ English Combined/ Sociology/Maths/ Business Studies/Chemistry/ Biology/ Spanish	Biology/ Economics/ English Language/ Maths/ Media/ Music/ Politics/ Psychology
4 14:25- 15:35	Biology/ Chemistry/ Further Maths/ Media/ Photography/ Geography/	Film/ Geography/ History/ Physics/ PE	English Language/ Food Science/ Geography/ History/ Media/ Theatre/	Art/ English Combined/ Sociology/Maths/ Business Studies/Chemistry/ Biology/ Spanish	Biology/ Economics/ English Language/ Maths/ Media/ Music/

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	History/ Theatre		Biology/ Chemistry		Politics/ Psychology
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## **Frequently Asked Questions**

### **Does my child need to follow normal school timetabling as above to complete their assignments and access their remote learning?**

Yes, as long as they are healthy enough to work from home. All sessions will be delivered as per the school timetable for live lessons. Students must also keep to the schedule for remote learning packages and live lessons so that work load is managed and maintained. Provision will be the equivalent length to the core teaching students would receive in school. Students must ideally have logged into the live lesson five minutes before the session starts. Students must also wait ten minutes after the start of the session (if the session is yet to begin) should any technical issues present themselves.

### **What if my child does not have access to a device?**

Ensuring access to technology is key, particularly for disadvantaged students. The heads of year and IT department have collated and documented the level of access our students have to devices and connectivity, with appropriate plans put in place to facilitate access. Key students have been identified for support. Please contact the IT Department using the email address [itdepartment@tchs.uk.net](mailto:itdepartment@tchs.uk.net) if you have any queries. Year 12 students will have access to hard copies of important exam resources in the event of difficulties accessing a device.

### **Will remote learning always take place online?**

No. Remote learning will typically be a hybrid strategy of both online and offline provision.

### **Will students be using Office 365 exclusively?**

No. Subjects have access to online learning platforms. These will in the main be very familiar to our students, particularly in the core subjects. Students across the key stages may use such programs or applications designed for problem-solving or open-ended learning to support their work schedule. Again, departments will be reiterating the use of specific technologies, if required directly with students. Parents can review additional learning platforms on the school website learning hub.

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## How can I support my child academically?

Class teachers are providing specific checklist instructions to their students in regards the work that must be completed so that a manageable student workload is maintained. The work set is appropriate and realistic. Please ensure that students are working through the checklist each day in each subject.

A portal has now been provided on the school website, entitled 'Remote Learning: Information for parents and students' that will contain additional information including student pastoral resources as well as archived documents to support your child. We continue doing our utmost to keep students learning and the school connected.

Please encourage your child to actively engage with key independent learning resources as highlighted in the learning hub, such as study skills instruction videos on the Cornell Note Taking Method, Independence Skills and Preparing Effective Flashcards.

Please encourage your child to engage with the digital learning hub on the school website. We have compiled the best of online digital resources to support learning and exploration and subject specific resources used actively by students within the school. Such resources will help parents and teachers to feed the curiosity of growing minds and inspire them to think broadly across the curriculum.

<https://www.tchs.org.uk/digital-learning-hub/>

## Will my child continue to receive additional support?

TA support for students with EHCPs will be implemented during periods of remote learning. TAs will continue to liaise with subject teachers to ensure that appropriate scaffolding of learning is in place and so that where 1:1 support is needed, it is implemented. Support can be provided in a number of ways inclusive of live chat support, virtual meetings, telephone conversations and emails. TAs will work collaboratively with parents to help support their child with their learning. Additional learning platforms will be available on the school website learning hub.

## How will my child be assessed during this time?

When moving to online learning environments assessment is at the forefront of departmental strategy.

Assessments will reflect the intent, level of mastery, and depth of understanding required to achieve the

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learning objectives. Teachers are responsible for providing constructive feedback to their students online promptly as per school policy. All teacher assessed work is to be marked and returned to students within two weeks of submission. It is the expectation that students will complete all work to a high standard and as required by departments. As per school policy clear diagnostic feedback is given to *significant* pieces of work set at least twice a half term, which may or not may not be set within the period of restriction.

### **How will teachers keep in contact with my child?**

The school recognises the importance of personal teacher-to-student communication. Teachers will keep in contact through Microsoft Teams. Students should be regularly checking their email and chat functions for materials and updates from their teachers while not in school. This is a vital communication tool for departments. Students should be contactable during the school day, although they may not always be in front of a device the entire time.

### **What should my child do if they cannot complete the work set for any reason?**

Students should alert their teacher/s if they're not able to complete work in reasonable and sufficient time via email, copying in the head of department.

### **Who do I contact if I have any queries about subject-specific remote learning?**

A contact list of heads of department has also been provided at the end of this letter in Appendix 1 for all parents and guardians should you need additional support or advice from a curriculum leader in regards to student work arrangements. Staff will seek to reply to all queries within 48 hours where possible and able to do so.

### **Who do I contact if I have broader queries about remote learning?**

Please contact the respective Key Stage Leader or for questions in regards the school's provision for young people with Special Educational Needs or Disabilities please contact our school SENCO.

Key Stage 5 – Mr. Mark Vinnicombe - [mvinnicombe@tchs.uk.net](mailto:mvinnicombe@tchs.uk.net)

Mr. Pat McGrory - [pmcgrory@tchs.uk.net](mailto:pmcgrory@tchs.uk.net)

SENCO – Mrs. Christine Lowther - [clowther@tchs.uk.net](mailto:clowther@tchs.uk.net)

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## Who do I contact if I have pastoral queries about remote learning?

Director of Sixth Form (Yr12/Yr13) – Miss. Margaret Keegan - [sixthform@tchs.uk.net](mailto:sixthform@tchs.uk.net)

HOY Year 12 – Mrs. Christine Leslie - [cleslie@tchs.uk.net](mailto:cleslie@tchs.uk.net)

## Who should I contact if my child is experiencing IT difficulties?

Please contact the IT Department using the email address [itdepartment@tchs.uk.net](mailto:itdepartment@tchs.uk.net), or by phoning 0208 504 3419 and asking for the IT Department, if you need any help with accessing Office 365.

Kind regards

Dr Doherty OBE  
Headmaster

Miss A Corry  
First Deputy

Miss M Keegan  
Director of Sixth Form

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## Appendix 1

### Heads of Departments

Department	Head of Department	Email address
Art/ Photography	Mrs Bainbridge	<a href="mailto:EBainbridge@tchs.uk.net">EBainbridge@tchs.uk.net</a>
Business & Economics	Mr McGrory	<a href="mailto:PMcGrory@tchs.uk.net">PMcGrory@tchs.uk.net</a>
Computer Science	Mr Barnes	<a href="mailto:NBarnes@tchs.uk.net">NBarnes@tchs.uk.net</a>
Design and Technology	Mr Smith	<a href="mailto:MJSmith@tchs.uk.net">MJSmith@tchs.uk.net</a>
Drama	Miss Thorpe	<a href="mailto:AThorpe@tchs.uk.net">AThorpe@tchs.uk.net</a>
English	Ms Liddane	<a href="mailto:MLiddane@tchs.uk.net">MLiddane@tchs.uk.net</a>
Food Preparation and Nutrition	Ms S Homer	<a href="mailto:shomer@tchs.uk.net">shomer@tchs.uk.net</a>
French	Ms Diez	<a href="mailto:SDiez@tchs.uk.net">SDiez@tchs.uk.net</a>
	Mrs Leslie (Teacher in charge of French)	<a href="mailto:cleslie@tchs.uk.net">cleslie@tchs.uk.net</a>
Geography	Mrs Reid	<a href="mailto:KReid@tchs.uk.net">KReid@tchs.uk.net</a>
History	Mrs Cox	<a href="mailto:SCox@tchs.uk.net">SCox@tchs.uk.net</a>
Mathematics	Mr Barnes	<a href="mailto:NBarnes@tchs.uk.net">NBarnes@tchs.uk.net</a>
Media/Film	Mr Vinnicombe	<a href="mailto:MVinnicombe@tchs.uk.net">MVinnicombe@tchs.uk.net</a>
Music	Mrs Wilcox	<a href="mailto:HWilcox@tchs.uk.net">HWilcox@tchs.uk.net</a>
PE	Miss Healey	<a href="mailto:CHEaley@tchs.uk.net">CHEaley@tchs.uk.net</a>
Politics	Mr McGrory	<a href="mailto:PMcGrory@tchs.uk.net">PMcGrory@tchs.uk.net</a>
Psychology/Sociology	Mr Vinnicombe	<a href="mailto:MVinnicombe@tchs.uk.net">MVinnicombe@tchs.uk.net</a>
RE	Mr Connolly	<a href="mailto:lconnolly@tchs.uk.net">lconnolly@tchs.uk.net</a>
Science	Mr Dowling	<a href="mailto:jdowling@tchs.uk.net">jdowling@tchs.uk.net</a>
Spanish	Ms Diez	<a href="mailto:SDiez@tchs.uk.net">SDiez@tchs.uk.net</a>

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