

Thursday 7th January 2021

Dear parents/carers,

As a school, we would like to thank all our parents, carers and students for the manner in which you have responded to another national lockdown. With a move on online learning, we are striving to ensure that your child's online education will be as close as possible to any normal day in school with the majority of lessons live-streamed using Microsoft Teams and for practical subjects such as PE, DT and Drama project work will be set for students on Microsoft Teams to follow and complete. As such, we are outlining below some further support for you at home to help support your children.

- Every child will have a live lesson for the majority of their timetabled week together some activities posted as an assignment on their class 'Team'. So that parents and carers can monitor the learning, a copy of your child's timetable is available on the Astrea app. If you do not have the app, please follow the guidance below:

The Astrea App is available free of charge from the App Store and Google Play store. Once downloaded, please complete the information about your child. You will then have full access to your child's attendance, timetable, attainment and regular updates from the academy.

- Every student timetable will follow the timings as if they were in school. Therefore, morning break time for years 7 and 8 will be from 10.00am until 10.20am. For years 9,10 and 11 morning break time will be from 11.00am until 11.20am. Lunchtime for years 7 and 8 will be from 12.20pm until 1.00pm and for years 9,10 and 11, lunchtime will be from 1.20pm until 2.00pm.
- As lessons will be delivered live using Microsoft Teams, Astrea Academy Trust has created a series of 'how to' guides which can be access from the Astrea Academy Trust website:

<https://astreaacademytrust.org/knowledge-base/>

- Microsoft Teams has a 'chat' function that enables students to post questions to their teachers about any aspect of the lesson. We encourage students to use this function.
- We have also created a quick '3 step' guide for students to ensure that their online lessons are purposeful and supportive. This guidance is as follows:
 - Students should be ready for their lesson at the appropriate time on their timetable
 - Students should have access to a pen and paper and any other resources they may require such as a calculator

- Cameras should be switched off and microphones should be muted unless there is a 'question and answer' session as directed by the teaching member of staff

Astrea Academy Trust is committed to ensuring every student has access to a laptop, and I know we have been working hard to ensure those who need are able to borrow a device for this period, should one be required. If you still need assistance, please contact Mr J Murphy (james.murphy@astreaernulf.org).

If for any reason your child is not able to attend the online learning, please could we ask that you contact the Attendance Manager (Mrs E. Silverthorne) at the academy as soon as possible. We will continue to monitor attendance to lessons and subsequently report concerns that we have.

The role of the form tutor is critical in providing support and guidance for our students and none more so than at times like this. We are committed to ensuring that students will have a dedicated form time with their tutor and whole year group assemblies lead by the Heads of Year and the Senior Management Team.

We realise that students not being able to attend school can have a significant impact on their mental health. With this in mind we have created a dedicated email address which will be checked by our mental health team on a regular basis - Wellbeing@astreaernulf.org – this has been designed for students who may need to share their thoughts, feelings or concerns during this time of uncertainty and receive helpful support/advice from a member of the team.

Should you have any questions or concerns, please contact the academy at Office@astreaernulf.org

Yours sincerely



Mr A Bissoo
Principal

