

'We value the power of education to change lives.'

30th March 2020

Dear Parents

RE: Remote learning expectations – Year 12 Students

I hope you and your family are well. I am writing to outline the expectations we have of our Year 12 students now we have moved to a virtual learning platform. I would like us to work together to ensure that students are able to access the work without any problem and that they know and understand what is expected of them at this unusual time. The expectations and routines of a Sixth Former are different to students in the main school (Years 7-11).

Sixth Form Students are expected to:

- Follow their normal lesson timetable. For each timetabled lesson, students **must** log onto the home study system in MyHighcliffe to access the work set
- Some lessons may be delivered as 'live lessons'. Here, students will be asked to join a live lesson using Microsoft Teams by clicking on a link which will feature in the home study system on MyHighcliffe. Staff will give students 24 hours' notice when a 'live lesson' will occur
- Students must spend the allocated lesson time and appropriate home study/Independent study time on the work set and subsequent revision work in preparation for their end of year internal exams
- Students will be asked, at appropriate times, to return the work to the teacher. Students must do this using the newly created 'feedback' function on the home study system in MyHighcliffe. Students should avoid handing in work to teachers via e-mail.
- Students not engaging with the work set or not returning work when asked will be flagged as a concern. Contact with parents will be made to alert you if work is not being undertaken or if home study is not being handed in
- If any student is finding the work difficult to access, it's too challenging or too much for them to complete in the allotted time, they must contact the teacher via e-mail to share this information
- We have created a number of Help Videos for students which cover handing in work. These can all be found at: <https://www.highcliffe.school/ITServices-HelpVideos> Students have a notification on their MyHighcliffe and these videos are also on the top of the Home Study page when they log in to MyHighcliffe

It is imperative that students use effective time management and complete all of the work set. This will help students continue to learn and access the course specification. Failure to engage with the work will have serious consequences when we return back to school. It will be difficult to make up lost ground for those students who have not engaged fully with the expectations that we have set as a school to support them and keep them on track with their learning and education.

Please look after each other and stay safe.

Kind Regards



Miss Swan
Assistant Headteacher: Sixth Form