



OLD BUCKENHAM
HIGH SCHOOL

Be the best we can be

5th January 2021

Dear Parents and Carers,

As you know schools will now be closed until the February half-term and the school is fully prepared to put in place all of our contingency arrangements. Remote learning plans are already in operation, details about this and other important information is given below.

Critical workers and vulnerable students

Our critical worker and vulnerable student provision is now in operation, running every day from 8.40am to 3.15pm. If you are uncertain about whether your son or daughter qualifies for this provision or you have any questions please contact the school via office@obhs.co.uk

Free school meals

We intend to continue with the free school meal vouchers as before and a local supermarket voucher will be issued to those who qualify and not attending the in-school provision. Please contact Mrs Gatward if you have any questions regarding free school meal vouchers on lgatward@obhs.co.uk

School transport

Norfolk County Council will be running their normal scheduled service for those students attending school who live within the school's catchment area. For students who live outside the catchment area and normally use the Thetford service will need to make their own arrangements to come to school as this service will not be running.

Year 8 Parents' Evening

The planned Year 8 parents' evening will take place as scheduled on 7th January between 4.30pm and 7pm. You will receive information how to schedule on line appointments. Please contact scowan@obhs.co.uk for further information.

Remote learning plans

From Monday 11th January we will move to our 'live lesson' plan for remote learning using Microsoft Teams to deliver lessons to all students. Please find below details of how this will operate and please go through this information with your child/children.

Attending Online Lessons

- Students should follow their normal school timetable each day
- Students will log in to the relevant Microsoft Teams class page at the start of the lesson. (8.45am, 11.05am, or 1.40pm) and click on the meeting link to enter the video lesson
- Students do not need to share their own video and can respond to questions using the chat function rather than verbally speaking if they would prefer to do this



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During the Online Lesson

- Attendance will be taken
- The teacher will explain any new content and encourage students to discuss and ask questions (either using the chat or raise hand functions in Teams, or by contributing verbally)
- The students will work independently on the tasks set by the teacher, but can access support through the chat function on Teams to speak to their class teacher
- The students will return to the Teams classroom at an agreed time to consolidate their learning for this lesson. This allows the teacher to address any problems, and to feedback to students on their progress
- Students may be asked to submit their work via email or through assignments on Teams to the class teacher

What if my child is unfamiliar with Microsoft Teams?

Your child may find it helpful to practice accessing Microsoft Teams in advance of Monday, so that if they are not already, they can become familiar with it. This guide [How-to-use-Microsoft-office-Teams-OBHS-mark-3.pdf](#) will help you to support them.

What if my child can't join the live lesson because of their home environment (e.g. older siblings using shared devices, parents working from home on family devices)?

Students should catch up on the recorded lesson through Microsoft Teams at a time that is more appropriate for them and access any resources used in the lesson under the files tab on their Microsoft Teams class page. It is important that students email their completed work back to their teachers so that feedback can be provided to students.

What if my child has no internet access at all?

Please contact the school on 01953 860233 or at office@obhs.co.uk to arrange a suitable time to collect paper based resources for your child. It is important that these, once completed, are sent back to the school so that your child's work can be marked and feedback provided.

Other questions or queries regarding remote learning

If you have specific questions about the remote learning in a subject, please contact the relevant teacher directly by email, our email system is simple and follows the pattern given in the example: John Smith's email address would be jsmith@obhs.co.uk . If you have more general questions please contact Mrs Wabe for KS4 questions and Mrs Picksley for KS3. If you have technical IT issues please contact the main office at office@obhs.co.uk who will direct your question.



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Expectations

Pupils are asked to:

- Be contactable during the school day between 8.45am to 3.15pm. Students that are regularly undertaking work away from their usual place of residence (e.g. at their grandparents or child minder) should, inform the school to avoid repeated contact
- Communicate with their teachers. This includes asking questions, taking part in live lessons (wherever possible) and replying courteously to emails
- Complete work to the deadline set by teachers and upload or send in completed work
- Try their best. Not completing work or rushing to complete it is not acceptable and students will be asked to re-draft and re-submit

Parents/Carers are asked to:

- Ensure you and your child are familiar with our online platforms particularly Go for Schools and Microsoft Teams
- Make the school aware if your child is sick or otherwise cannot complete work
- Seek help from the school if you need it. Remote home learning can be difficult, and our pastoral teams are here to support families with strategies and ideas

We would like to thank you for your continued support for both the school and your children during this difficult time and let's hope that the school closure is as short and effective as possible.

Kind regards



Andrew Fell
Headteacher

