



# CAISTOR YARBOROUGH ACADEMY

Our Ref: SCha/KWoo

22 January 2021

Dear Parents/Carers

## **Year 8 Home Learning During Lockdown - Remote Learning Timetable**

Thank you for all your support and hard work since the start of term. The situation nationally is constantly evolving and we will always do our utmost to ensure that students and their learning remain at the heart of any decisions we make.

We have now had the opportunity to review some of our processes over the initial start to term and we would like to update you on the Academy's expectations for learning and safeguarding.

From Monday 25<sup>th</sup> January students will be expected to log in to a form time registration between 8.50-9.00am. If students do not attend this registration period then contact will be made, initially with the student, via Teams - then with parents/carers - to ensure that they are prepared and ready to engage with their learning from 9.00am each day.

As an Academy, we expect students to attend all lessons, completing five hours of learning per day. The staff have been working hard, in collaboration with you, to support connectivity and solve any other issues which may inhibit learning.

Please find attached guidance and expectations for remote learning. Students will follow a remote learning timetable, which follows their normal curriculum and is in line with their normal timetable. This includes live lessons, which the students will receive invites for. There may be points where a topic requires additional live lessons, or they may not be required. Students will be informed of this via Teams. However these lessons will still follow the attached timetable.

If you have any issues regarding any of this information, please do not hesitate to contact the Academy.

For password re-set/ICT support contact [support@cyac.org.uk](mailto:support@cyac.org.uk)

If you require access to a laptop, extra data (if you meet the requirements as set out by the Government) or a dongle, if available, please e-mail [becky.edlin@cyac.org.uk](mailto:becky.edlin@cyac.org.uk).

With kind regards,

Yours faithfully



**Mr S Chadwick**  
**Assistant Headteacher - Quality of Education (Teaching & Learning)**

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## EXCELLENCE FOR ALL

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## **CYA Student Guide to Home Learning**

- Log in to register with your form tutor at 8.50-9.00am. Your teachers and Progress Leads are tracking your Teams usage to give us accurate data on the amount of work you are doing and when you are online.
- Follow your remote learning timetable. Five hours per day.
- Complete all subjects.
- Only spend one hour on each lesson for each day. You may find tasks take you longer than one hour, so please only complete the hour, as you would in lesson.
- Show resilience! Don't give up, but use the video, audio or written guidance for support. If there is still an issue, contact the teacher.
- Submit assignments via Teams 'assignments' tab and use 'turn in' option. Act on feedback when these are returned.
- Use the chat option to ask for additional support, where needed. You can either use this to ask within the Teams group where other students can see, or go to the 'chat' section on the left hand side and find the teacher you would like to ask and the question will only go to them.
- **Do not use the chat function inappropriately.** If you do, you may lose this option and a consequence will be put in place.

### **Live Lessons**

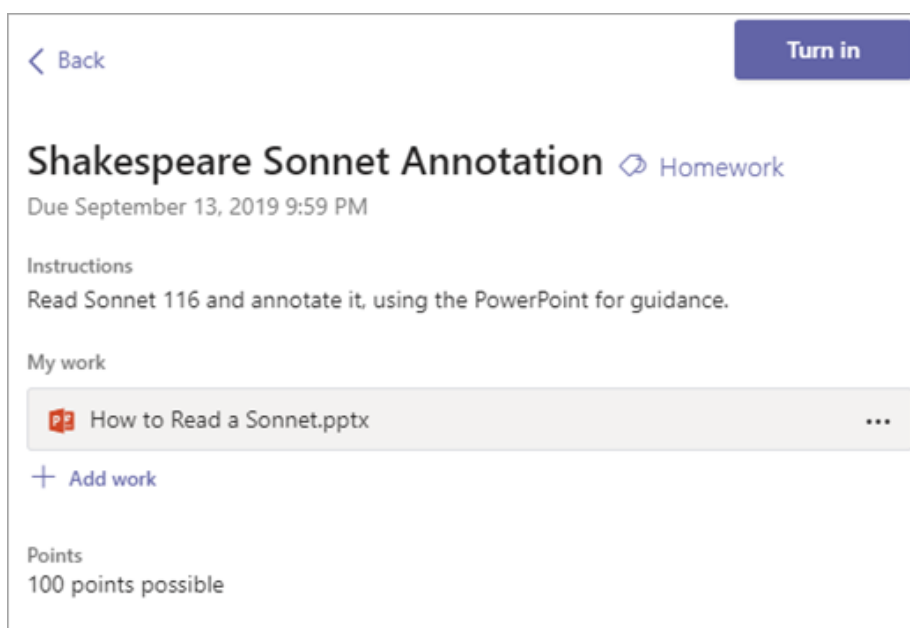
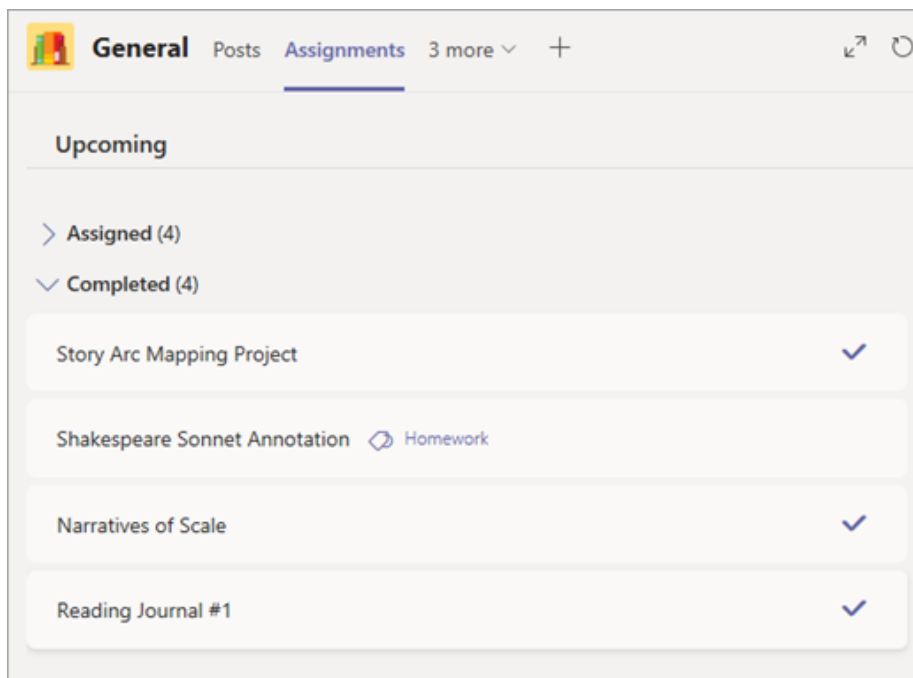
- When in live lessons keep your video and microphone off, unless instructed otherwise by the teacher.
- Respond to teachers' questioning via the chat function or microphone, if requested.
- Engage with the teacher and ask for support if you don't understand.

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- Follow the Academy behaviour system with language, both written and spoken.
- Complete the tasks when requested.

### Handing In Your Work/Assignments

- Students can **Turn in** their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in**.





**CAISTOR  
YARBOROUGH  
ACADEMY**

## **CYA Parents Guide to Student Expectations During Home Learning**

- All students to register in the morning, between 8.50-9.00 am. Failure to register will result in contact being made with parents/carers.
- Students will follow their normal curriculum. This will be 5 hours of learning per day.
- The students are to follow their lockdown timetable below, which is in line with their normal timetable, adjusted to meet the needs of students within the Academy and at home.
- Students are not expected to exceed this and should save their work for each 1-hour lesson, submitting when appropriate.
- The Academy day runs from 9.00am-3.00pm, during which time staff will respond and support learning, where they are not providing live lessons or supporting students within the Academy.
- Students will submit their work via Microsoft Teams (see below) for staff to provide feedback at planned assessment points.

**EXCELLENCE FOR ALL**

## Year 8 Remote Learning Timetable

Staff will send invites via Microsoft Teams for live lessons. Once accepted, these are visible within the calendar section.

When live lessons are not on, students are to follow the timetable below.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9.00 - 10.00am	Live Lesson History	Geography	Spanish	RE/PSHE	Live Lesson ICT
10.00 - 11.00am	PE	Maths	Geography	Art	English
11.15am - 12.15pm	Live Lesson Geography	Live Lesson Science	Science	Spanish	Music
1.15 - 2.05pm	Live Lesson Maths	Live Lesson English	English	Maths	Maths
2.05 - 3.00pm	English	Graphics / Technology	Drama	PE	Science