

19th October 2020

Dear Parent/Carer of Year 9

RE: Confirmed case of coronavirus (COVID-19) in school

Following two confirmed cases of coronavirus within Year 9 and due to the number of staff who are now self-isolating, unfortunately Year 9 students will need to remain at home for the rest of the week.

This is not self-isolation, this is due to staff capacity at the school. Students will return to school on Monday 2nd November, after half term. Please find below details on their remote learning.

If you have other children at Phoenix in a different year group, they must continue to attend school.

School Work – Online Live Lessons

Students who are self-isolating at home should access remote learning which is available on the school's website (under the 'Home learning' tab), through Microsoft Teams.

- Students must attend all live lessons in appropriate clothing
- Lessons will follow the timings as on their timetable. Teachers will take registers and non-attendance will be followed up
- Where a student has difficulty accessing teams and live lessons they should:
 - Contact ict@phoenix.sandwell.sch.uk and explain the details of their access problem.
 - Email the class teacher to explain the access issue.
 - Self-support videos are available on the school's website under the *Home Learning* tab, click on the *Microsoft Teams* icon
- Students should not enter a lesson until the teacher has started the lesson and the option to "join" is displayed
- Students must have cameras on
- Teachers will decide when cameras can be switched off
- Students must mute unless required to speak. Any disruptive behaviour will be dealt with on their return to school
- Students must only use the chat function when directed by their teacher to use this function to ask / answer questions
- Students must complete work through Teams Assignments by the set deadline
- Where students are told to work on a task by the teacher, they should use the chat function to ask the teacher if they need help
- Outside of the lesson, if students require help, they should email their teachers.

If you have any questions or queries please do not hesitate to contact your child's Head of House for further support.

Yours faithfully,



Mike Smith

Head teacher