

19th March 2020

السَّلَامُ عَلَيْكُمْ

Dear respected Parents,

Remote teaching beginning Monday 20th April 2020

We hope and pray you receive this letter in the best of health and Imaan.

As you will all be aware under government guidelines the school has been closed since the last few weeks, and on Thursday 16th April the government announced another further three weeks of lockdown. We want to ensure that our students continue to have access to an education. We have therefore been preparing extensively to ensure the continuity of our students learning, and we will be starting remote teaching from Monday 20th April 2020. Pupils will now be able to join their classroom remotely via Zoom, an online conferencing platform which will allow communication between students and teachers. Each teacher will have a separate online classroom and pupils will need to join the teacher's meeting room for each of their timetabled classes.

Please find below some guidelines regarding Zoom and a manual on how to get started on the app.

Devices

Zoom will run on all web-enabled digital devices including desktop computers, laptops, iPads and tablets. We recommend you download the app for easy access.

Timetables and attendance

Students are expected to follow the timetable which has been set for them. The timetable set has been amended and is not what the pupils would normally follow on a day to day basis, however it does allow for sufficient amount of online learning. The amended timetable will be uploaded on dojo. Please save this and make note of the session timings. Please note that for each session to be as effective as possible each year group will be split in to will be split in to two groups.

Registers will be kept for every lesson; students are expected to log in on time and ensure they are prepared for the lessons beforehand.

A list of individual teacher classroom codes will soon be made available on Dojo. Pupils will be able to join their classroom using the teacher codes each day.

Pupils attempting to join a teacher's class will be sent to a Waiting Room, where they will wait digitally until 'invited in' by the teacher at the beginning of the session.

Teaching

Each teacher will have a separate online classroom and pupils will need to join the teacher's meeting room for each of their timetabled classes. The meeting IDs will be posted on ClassDojo prior to the session.

Each session has been condensed to an average of a 20-30 minutes, teachers will be delivering the key content as usual: setting students work, talking through a 'task explanation' and answering any questions. Zoom allows for the sharing of digital content and visual resources, therefore PowerPoints will be displayed and visual examples shared. Following the delivery, pupils will be expected to complete work in their own time – all resources and teaching aids will be uploaded on ClassDojo before or after the class. Pupils should access these in a timely fashion to ensure their learning is well-supported.

Quran Club Teaching

We will also be using Zoom for Quran Club from years 1-6. This timetable will also be uploaded on to class dojo. As lessons are normally differentiated, the sessions will again be split in to groups. Information about the groups will be posted on individual QC class dojo.

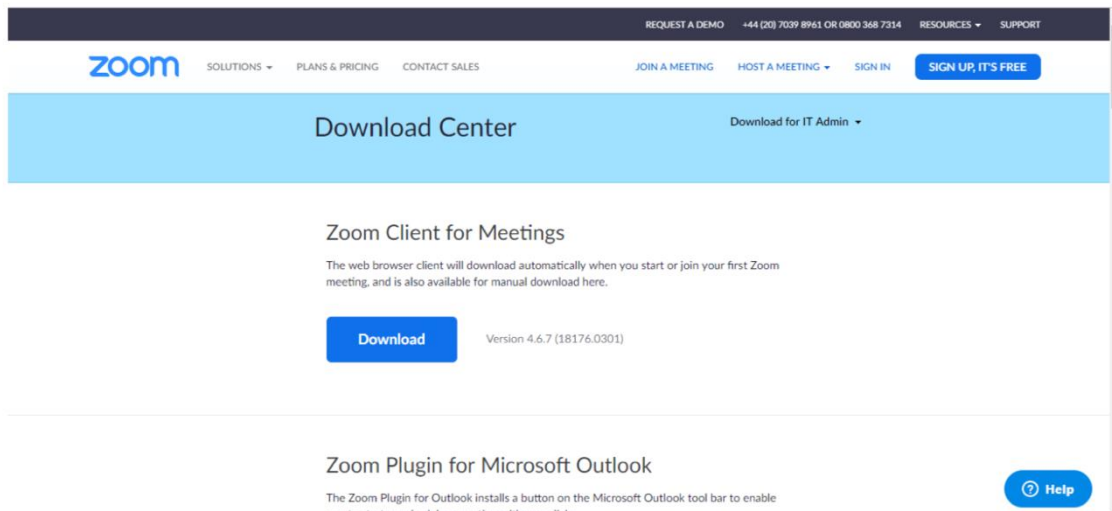
Pupil conduct and behaviour

- Pupils must log in to online classes on time and be well prepared with the necessary resources
- As with normal school lessons, pupils are expected to be attentive, respectful and participate in class.
- Pupils' usernames online must be their first name and surname as registered.

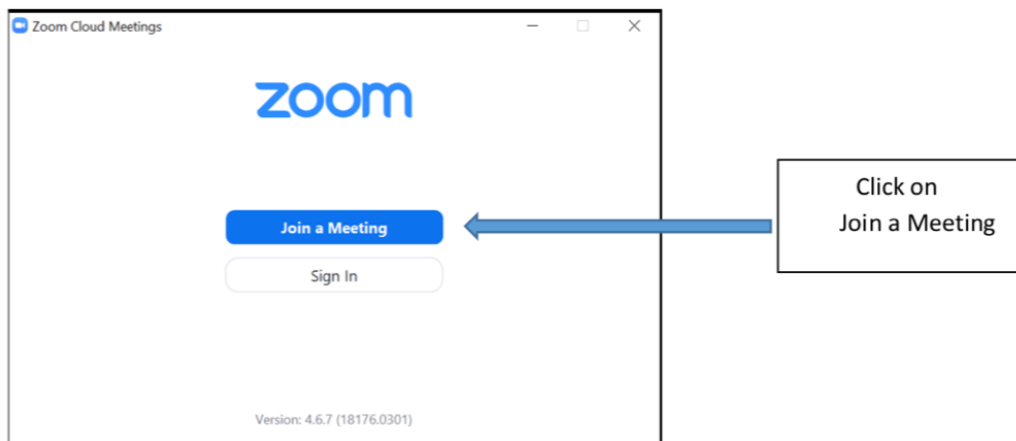
Zoom set up and protocols

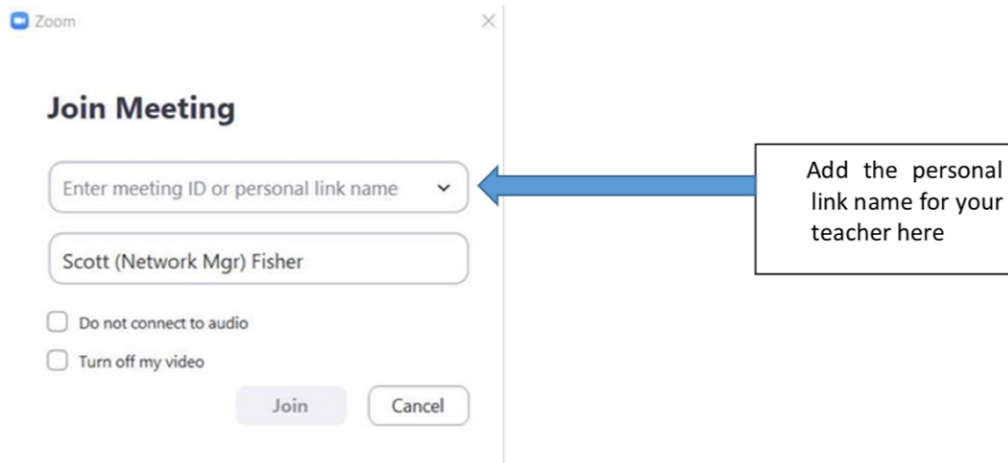
1. Download the Zoom app on your laptop, PC or tablet – you may use the following link: https://zoom.us/download#client_4meeting

2. You should now see the following screen:



3. Joining a meeting – the school will provide unique Meeting ID for each individual teacher. Enter this ID at the start of the session. The teacher will be able to see that you are ready to enter the class and will accept you into the meeting.





4. You will then be asked to join with computer audio – select Yes. There is also a video feature and this will be used at the teachers discretion, i.e. for some sessions video may/may not be required, the teacher will communicate this.
5. Once you have joined, you will be able to see your teacher’s screen and communicate with your class.

Another student-friendly Zoom guide will be uploaded to ClassDojo shortly – this provides further details on how to download Zoom onto different devices. We understand that this technology is very new to most, therefore in the first session teachers will provide pupils with advice and guidance on how to best utilise the platform.

We understand that some children will need parental guidance to get online, therefore Parents can support to initially set up, however please do not interrupt the session. If you have any questions regarding the work, please contact the class teacher via class dojo as you normally would. This is to ensure that we make maximum use of the lesson time.

We wish you and your family continued good health in these challenging times and we will continue to support your children to the very best of our abilities.

Please keep the school in your duas.

Wassalam

Hafsa Patel
Head Teacher