

COCKBURN SCHOOL

Specialist status in the Performing Arts



Executive Headteacher Mr D Gurney BA (Hons) / NPQH / NLE
Head of School Mr R Dixon BSc (Hons) / NPQH

11th January 2021

Dear Parent/Carer,

Re: Year 11 Live Lessons

As part of plans to develop our remote learning provision we will begin moving towards delivering live lessons. As your child is in Mr Sugden's Maths class and/or Mrs Stockhill's English class, they will form the first cohort of students to be part of this process.

Timeline:

- Information to parents by Friday 8th January
- Students log on to live lessons on Tuesday 12th January:
Unit 1 - 8:50 – 9:40am for Maths
Unit 2 - 9:40 – 10:30am for English

Student Protocols:

- Students to check their **school email** by 8:50am on Tuesday 12th January
- They access their email via www.office.com
- They will receive a Microsoft Teams invite for their English and Maths lessons in their email
- They should click on the link sent
- They will be able to access Teams on any internet enabled device (mobile phone, laptop, tablet, PC computer)
- When you click on the link asking to 'join' the meeting your teacher will receive a message to say that you want to join
- Students should automatically have their cameras and microphones switched off
- During the lesson students can click the 'hand' button if they want to ask a question
- Students can type questions in the chat/message facility.

Effective Learning Behaviours and Environment:

- Students should not have any distractions around them (TV/ Music/ Social Media on etc)
- Students should be equipped with their planner, pencil case and paper to write on
- The teacher will deliver the live lesson for approximately 20 minutes, students will then be required to complete independent learning tasks
- Students should upload their finished work to FROG once they have completed.

Please share this information with your child. We will also share this information with them via their school email. If you have any questions about the live lesson process please feel free to contact info@cockburnschool.org or Year11@cockburnschool.org

Thank you for your continued support in these unprecedented times.

Yours sincerely,

Mr D Gurney
Executive Headteacher

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