



MILLOM SCHOOL

Headteacher: Mr M D Savidge

Ref:CV/Gmlmad/COVID/letters

19 October 2020

Dear parent/carer(s)

RE: students accessing work remotely whilst absent from school

The staff at Millom School have been working exceptionally hard over recent months to make the curriculum available to students remotely to enable them to work from home. Student absences may be due to self-isolation, short term illness or other reasons.

Traditionally, students absent from school have contacted their form tutor or subject teachers individually to request work, either by email or as a hard copy. Sometimes students have waited until their return to school before requesting work. This method does not work particularly well, especially in instances of self-isolation where the student is well enough to complete work from home.

Whilst at the moment we do not have high numbers of students absent, there may come a time over the winter months where we see increases to absences due to illness or self-isolation. To prepare for this eventuality, all classes have been instructed by their subject teachers how to access classwork remotely using the school's Microsoft 365 platform.

There should no longer be a requirement for parents or students to contact class teachers by phone or email to request work, as the classwork is all being uploaded to One Note by class teachers on a regular basis. One Note is part of the 365 platform. Students can access this by signing into their 365 account using their school credentials for logging in.

When a student becomes absent, providing they are well enough to work from home, they should access their classwork for each lesson using One Note. They are advised to attempt to follow their normal timetable to ensure that they are covering all subjects equally. Students are of course still welcome to email subject teachers using their school account, especially if they need to ask a question about the work or clarify an instruction.

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Students should have been given information from their class teacher about how to send work in. The teacher may request that any work is uploaded to the student's own area of One Note, where it can be marked electronically. Some teachers may request that work is emailed or submitted on paper upon a student's return to school. Students should check with their class teacher if they are unsure about this. There should be no requirement to print resources from home, unless the student's preference is to do this.

A help guide to support students using One Note is available on the school website under community >> letters and documents.

At the moment, our remote curriculum is set up to support absent students. Should it become necessary to move to an alternative system, for example, due to local restrictions where we may implement a timetable on a rota system, students will be further supported to access the curriculum from home using virtual lessons on Teams (again this is a branch of the 365 platform and it links to One Note). More information will follow if this system becomes necessary.

From a safeguarding point of view, it is extremely important that any communications between students and teachers happens only using school email and 365 accounts. Teachers will not respond to emails from personal student accounts and students are politely requested to only use school accounts when contacting school.

If you have any questions or concerns about any aspect of this, please do not hesitate to contact your child's form tutor in the first instance.

We appreciate your support of our remote curriculum and please be assured that staff are doing their very best to continue to deliver high quality teaching and learning in these challenging circumstances.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'C Vance', written in black ink.

C Vance (Mrs)
Assistant Headteacher