



14 May 2020

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[www.themanor.notts.sch.uk](http://www.themanor.notts.sch.uk)

Headteacher Mrs K Kerry

Dear Parent/Carer

Following the announcement by the government that Year 10 students should begin receiving face to face support from schools after half-term. We understand the importance of your child's education, particularly in the run-up to GCSE exams, however, our first priority is the safety of the children.

With this in mind, in an effort to keep children as safe as possible, we have started teaching on-line lessons to our Y12 students, this has been very successful and we now feel confident that we have the ability to extend our teaching to Y10 students. Therefore we have planned to start delivering live remote learning lessons, via Microsoft Teams to our Y10 students. Microsoft Teams is an e-meeting platform that will allow live lessons to take place between teachers and their classes online. Teams can be accessed via your web browser on laptops/computers and there is an app for mobile devices that your child can access by logging in with their school email address and password. Using an electronic learning platform will allow children to benefit from teacher led education. In line with government guidance, we will be working towards opening the school up to year 10 for some educational provision on site to supplement this electronic learning but we have not finalised our plans for how we can offer that safely yet. The safety of your children will always be the most important factor in any plans of this nature.

Starting from Monday 18 May 2020, we will be running online sessions for Maths, English and Science in order to give all students the opportunity to use this system. Starting from Monday 1 June 2020 we will be offering one session per subject, per week via Teams (please find the two timetables attached) and a personalised timetable will be sent home ready for 1 June. Please find some guidance on how sessions will run attached. The rules we specifying are there to ensure smooth running of sessions to allow all students the best opportunity to engage with their subjects.

The expectation is that these sessions will last for 45 minutes and these will fit in with the timings of the school day. As there will only be one session per subject, students will have a number of non-contact hours across the week where they are not expected to be in a session. These sessions are for independent study and students will be expected to complete work set by teachers during this time.

Owing to the nature of electronic platforms, sessions will be less interactive than usual and will be delivered in a lecture style with the teacher setting a task to be completed ready for the next session. There will be a 15 minute break between each session and there is a 45 minute break for lunch within the timetable. Please find attached some guidance on how to access the Teams learning portal.

If you have any questions or need support in setting up Microsoft Teams for your child, please contact Year 10 Head of Year, Mr Tallett ([tallettj@themanor.notts.sch.uk](mailto:tallettj@themanor.notts.sch.uk)) or to specific teachers if it is a subject related issue.

Once again, I would like to reiterate the importance of your child's safety and their education to us. By using remote lessons, we hope we will be able to deliver the best education possible whilst keeping everyone safe.

We thank you in advance for your support with this during this challenging time. We look forward to welcoming you all back to the Academy in time.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mrs Kerry', written in a cursive style.

Mrs Kerry  
**Headteacher**

**Timetable for week commencing 18<sup>th</sup> May:**

	<b>Session 1 8.45-9.30</b>	<b>Session 2 9.45-10.30</b>	<b>Session 3 11.00-11.45</b>	<b>Session 4 12.00-12.45</b>	<b>Lunch</b>	<b>Session 5 1.30-2.15pm</b>	<b>Session 6 2.30-3.15pm</b>
<b>Monday</b>	English language			Science Double			
<b>Tuesday</b>						Maths	
<b>Wednesday</b>				Triple Chemistry / Double Science			
<b>Thursday</b>			English literature	Triple Biology		Statistics	
<b>Friday</b>							

**Timetable for week commencing 1<sup>st</sup> June:**

	<b>Session 1 8.45-9.30</b>	<b>Session 2 9.45-10.30</b>	<b>Session 3 11.00-11.45</b>	<b>Session 4 12.00-12.45</b>	<b>Lunch</b>	<b>Session 5 1.30-2.15pm</b>	<b>Session 6 2.30-3.15pm</b>
<b>Monday</b>	English language		BTEC Drama	Science Double		Art	
<b>Tuesday</b>	French	BTEC Engineering	Business	BTEC Sport		Maths	
<b>Wednesday</b>	Geography	Hospitality	ICT	Triple Chemistry / Double Science			BTEC Health and Social Care
<b>Thursday</b>	BTEC Dance	Design and Technology	English literature	Triple Biology		Statistics	
<b>Friday</b>	Computing	VTCT Hair and Beauty	Triple Physics	History			