SACRED HEART
CATHOLIC HIGH SCHOOL

Fenham Hall Drive · Newcastle upon Tyne · NE4 9YH
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Headteacher: Mrs S Howell

7th January 2021

Dear Parents/Carers,

As we are now in another national lockdown, the Government have taken the decision to close schools to all students apart from those who are Key Worker children or vulnerable learners.

IT Devices and Connectivity

Since the lockdown in the summer, we have spent a lot of time and resources ensuring that all students at Sacred Heart have access to an IT device and the connectivity to be able to learn online from home. We are proud to say that we have almost 100% coverage across the whole school and every student should be able to access their school work remotely.

Virtual School

From Monday 11th January we will be moving to a 'virtual' teaching offer for all students in every year group.

- Girls are expected to log into all their timetabled lessons every day via MS Teams
- Please note the slight change in the timetabled day:

  Lesson 1 at 9am
  Lesson 2 at 10am
  Break 11am
  Lesson 3 at 11.30am
  Lunch 12.30pm
  Lesson 4 at 1.30pm
  Lesson 5 at 230pm

- For each lesson, the teacher will greet the students in the virtual classroom at the start and take a register
- We have given teachers flexibility to allow for different subjects to tailor lessons accordingly. Teachers may ask students to stay online for the whole lesson, some of the lesson, or log off to complete some work independently and then log back in again at the end, depending on the tasks set.
- We have built in a comfort break at the end of each lesson
- Student cameras are disabled in Years 7-11, girls can unmute their microphones when asked by their teacher
- The current remote learning offer in SharePoint will no longer be followed, as all lessons will be taught virtually with a member of staff online at least at the start of each lesson. SharePoint will still be open as teachers may chose to leave worksheets and resources for lessons in the year group folders for their subjects
- Girls will receive two pastoral emails a week from their form tutor that they should reply to. There will also be a virtual pastoral meeting for girls to attend every Thursday Week 1 at 9am

National Teaching School · National College National Support School · arts colleges · Ofsted Outstanding 2013 | 2014 · Network of Excellence Computer Science Teaching · Healthy Schools · Artsmark Platinum Award Awarded by Arts Council England

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Bishop Bewick Catholic Education Trust

We do expect there may be a few teething troubles, but as we have been teaching live to Year 11,12 and 13 for a little while now, we are hopeful issues will be kept to a minimum.

The virtual classroom protocols and code of conduct are attached to this letter and available on the school website. We expect every student to follow the rules and give their very best in every lesson, just like they would in school.

If your daughter cannot get online for any reason and is unable to attend virtual lessons, we ask that parents contact the Head of Year via our enquiries email explaining the issue, so we can troubleshoot.

Examination Year Groups – Year 11 and 13

After Gavin Williamson's announcement yesterday, we now know that GCSE and A Level examinations will not go ahead this summer. However, there will still be some form of assessment in school. That is as much as we know currently. As soon as we have any further information, we will be in touch. In the meantime, all students should continue to work hard as they will definitely be assessed in some way.

Testing in School

We are working to keep our school as safe as possible. The Government still expect us to go ahead with setting up the testing for those without coronavirus symptoms using the new, quicker COVID-19 tests known as 'lateral flow tests'.

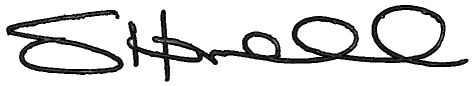
We are almost set up and will be able to start testing the students and staff who are in school from next week. We will send the consent form and all the relevant testing information to all parents in a separate communication. The Government would like to encourage all staff and students to take up the offer of these tests.

Free School Meals

If your daughter is entitled to a free school meal, vouchers will continue in line with school funding.

Thank you for your continued support as we all face further challenging times. If you have any queries, please contact school via the helpdesk email enquiries@shhs.org.uk and your email will be passed to the relevant member of staff and dealt with more swiftly than a phone call.

Yours faithfully,



Mrs S Howell
Headteacher

‘Virtual Classrooms’ - Student Code of Conduct

During lockdown students at Sacred Heart Catholic High School will be able to access lessons via our ‘virtual classrooms’ offer using their school Microsoft Teams account. ‘Virtual classroom’ lessons will be provided by all subjects to all key stages and will follow our usual five lesson day including morning break and lunchtime. The day will run as follows:

Lesson 1 - starts 9am

Lesson 2 – starts 10am

Morning break – 11 to 11.30am

Lesson 3 – starts 11.30am

Lunchtime – 12.30 to 1.30pm

Lesson 4 starts 1.30pm

Lesson 5 starts 2.30pm

Attending ‘virtual classrooms’ from home:

- Students will be provided with a short online ‘getting started’ session on Friday the 8th of January 2021. Details of the session will be communicated to students and they will also receive a copy of the instructions for accessing ‘virtual classroom’ sessions
- Students should attend all ‘virtual classroom’ sessions scheduled unless they are ill or have another genuine reason for absence
- A register will be taken by the teacher at the start of each ‘virtual classroom’ session to monitor attendance
- If a student is unable to attend the live lesson, your parent/carer must follow the usual procedure and contact school, stating the reason for the absence

Behaviour during remote learning and use of virtual classrooms:

- Students must always follow school behaviour expectations
- Students must always treat others with respect
- Students must not attempt to communicate with each other through the ‘Teams Chat’ function or through any other Teams application unless directed by the teacher
- All ‘Teams Chat’ conversations are recorded for safeguarding purposes
- Students must always use appropriate language when communicating with staff via Teams
- Students must address staff with their school title in any communication and must always adhere to formal staff/student boundaries
- Students must ensure that all information they upload to Teams and any messages they send during any Teams session is polite, sensible and relevant
- Students must not use racist, threatening, sexist or homophobic language on any application
- Students must not upload any inappropriate images, audio or video to Teams including but not limiting to that which is racist, threatening, sexist or homophobic

Behaviour in ‘virtual classrooms’:

- Students must always follow our school expectations, whether they are in the classroom or joining the ‘virtual classroom’ from home
- Students will aim to be positive, adequately prepared and participate fully in any online session

- Students must treat the teacher and the other students in the lesson, with respect during any 'virtual classroom' sessions
- Students must not take secret photos, videos or screenshots of teachers or other students
- If a student is participating in a 'virtual classroom' session from home, any other device not in use, such as a mobile phone, must be switched off and out of sight before the session
- If the code of conduct is not followed appropriately, students may be removed from the 'virtual classroom'

Expectations for the completion of work:

- Students must complete all work in the format set by the teacher
- Students must complete all work by the specified deadline
- Failure to complete work will be followed up by the teacher, Head of Department or Head of Progress

Equipment and organisation for 'virtual classrooms':

- Student webcams are centrally disabled in Teams for Key Stage 3 and 4 students (years 7-11). Sixth Form students should leave their cameras off unless directed otherwise by the teacher.
- Teachers will inform students if they are required to enable their microphone
- Students will choose a sensible place to work from - ideally a living room or shared space in their house and they must dress appropriately
- Students must also ensure they avoid backgrounds with personal information such as photographs
- Students will ensure that they have all necessary equipment (pen, pencil, exercise book, calculator etc) in advance, so that they do not leave and interrupt the flow of the lesson

Safeguarding and online safety:

- Microsoft Teams is a closed school system and students must therefore not invite any guests to join the system through the misuse of login details
- Students must not communicate with staff outside school channels e.g. they must not attempt to contact staff using their personal social media accounts, personal email addresses or phone numbers
- Students must be aware that 'virtual classrooms' and the contents of the chat are recorded for safeguarding purposes and stored securely, following a strict GDPR code of practice
- Students, parents and carers should be mindful that they and other family members and anything in the background, might be seen or heard within the session by staff

If you have any safeguarding concerns, please ring the school directly on 0191 274 7373 and ask to speak to a member of the safeguarding team