



# CANTONIAN HIGH SCHOOL

THE BEST FROM EACH, SUCCESS FOR ALL

Y GORAU O BOB UN, LLWYDDIANT I BAWB

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Headteacher/Pennaeth: Mrs D Gill

22<sup>nd</sup> October 2020

Dear Parents/Carers

## Firebreak Lockdown 23<sup>rd</sup> October to 9<sup>th</sup> November 2020

I am writing to you following the announcement earlier this week from the First Minister for Wales, notifying us of a 'firebreak' lockdown which is due to commence on Friday 23<sup>rd</sup> October until Monday 9<sup>th</sup> November 2020.

As a result of the lockdown, and following guidance from the Welsh Government, the school will re-open after the half term break to pupils in Years 7 and 8 only. These pupils will be required to attend school as normal, where they will continue with face-to-face lessons.

During the week commencing 2<sup>nd</sup> November, pupils in Years 9 – 13 will be required to stay at home and undertaken distance learning. Unfortunately, this will mean that we will not be able to deliver face-to-face revision sessions for Year 11 pupils who will be sitting their GCSE numeracy exam after half term. We will, however, be providing revision materials and resources remotely so that Year 11 pupils can continue their hard work in preparing for these exams. As a result, the GCSE numeracy exam will go ahead on Tuesday 3<sup>rd</sup> and Thursday 5<sup>th</sup> November, as planned. Year 11 will be expected to attend school on these dates to sit their exam, after which they will be required to return home.

### Distance Learning – Years 9, 10, 12 and 13

During the second week of lockdown, pupils in Years 9, 10, 12 and 13 will be expected to engage in online learning. In order to support them in their learning, we have put work onto 'Microsoft Teams' so that pupils can access their subject work remotely. We will also be providing subject-specific instructional videos and piloting live learning lessons with classes. Please see the attached guidance on live learning lessons; if you do not wish for your child to participate in these lessons, please email your child's Head of Year directly.

### Distance Learning – Year 11

During the second week of lockdown, pupils in Year 11 will undertake additional maths revision from Monday to Thursday in preparation for their GCSE numeracy exam the following week. On the Friday, pupils will be expected to undertake revision work for the Pre-Public exams which will take place week commencing 9<sup>th</sup> November 2020.

A BRIGHTER FUTURE

Your child should follow their school timetable and undertake their usual 3 lessons a day. It is essential they follow their timetabled lessons as their class teacher will be available online to support them whilst they complete the work or to deliver live lessons. Work will be linked to what is currently being taught in school to support their learning, so it is important that they undertake the lessons so that they don't fall behind. Work can be completed online so there is no need to print anything, and your child's class teacher will monitor their progress. Heads of Year will liaise with class teachers to ensure that pupils are completing the work set.

For information regarding how to access 'Microsoft Teams', please see the enclosed leaflet. If you need further information on Cantonian's blended learning approach, please see our video which is on our website.

### **Pre-Public Exams**

In addition to the November exam series for pupils in Year 11, pupils in Years 11, 12 and 13 will sit 'pre-public' exams on their return to school from 9<sup>th</sup> November. These exams are crucial to ensure that we have an accurate record of their achievement and attainment to date. We will be using this information to support our assessment processes and it will enable us to accurately predict a pupil's attainment, should the summer season of exams in 2021 be cancelled and the school required to submit Centre Assessed Grades.

### **Free School Meals**

If your child is entitled to free school meals, the voucher system will continue over half term for all eligible pupils and for the duration of the 'firebreak' lockdown for pupils in Years 9 – 13. If you have any queries regarding this, please contact Free School Meals directly at [cashless.catering@cardiff.gov.uk](mailto:cashless.catering@cardiff.gov.uk)

Finally, may I remind you that pupils must wear a face mask in communal areas and when instructed by a member of staff (unless they are exempt on proven medical grounds) – this is now part of our uniform policy.

I hope that you and your family have a restful half term and stay safe.

Best wishes

Yours sincerely



MRS D GILL  
Headteacher

# Cantonian High School Live Learning Protocols

## Teachers

- Teachers should continue to observe professional conduct and approach online lessons in the same way as a normal classroom lesson
- Staff will wear business dress and follow the safeguarding and e-safety policies
- Staff will be clear when using links to other online resources that these resources are appropriate in nature and relevant to the learning process. This will be assured by a careful checking process by the member of staff prior to the setting of work which might signpost pupils to other online resources
- Any communication with pupils should be through Microsoft Teams or Hwb and not through personalised accounts open to public viewing, comments or sharing
- All content will be age-appropriate and in line with the Schemes of Learning that are currently in place
- All live learning lessons will either be recorded or another member of staff will be present in the room, and the teacher should remind pupils of this at the start of every session
- A record should be taken of all pupils who attend the live lesson for safeguarding purposes
- After the lesson, the teacher will update the pupils' spreadsheet on Teams identifying pupils who were present for live learning, those who have completed distance learning and those who have not contributed
- The beginning of every lesson should have an orientation slide so that pupils know exactly the expectations and equipment needed for the lesson
- Teachers must enter the session first and ensure that all pupils have left the Teams meeting before exiting themselves

## Pupils

- Pupils should only access technology if they have permission from parents
- Pupils need to attend lessons ensuring they are demonstrating our core values by showing they are responsible, respectful, and ready
- Pupils should enter the lesson with their camera on and the microphone muted
- They should work from a suitable location and ensure that their back ground is appropriate for a learning environment; only the pupil should be visible on screen
- Pupils should dress appropriately
- Pupils should follow the same protocols as if they are in the classroom using language that is appropriate to a learning environment. They should not shout out or speak over the teacher or another pupil
- Whilst in the online lesson, pupils should not be using the internet for anything else, e.g. social media, gaming etc.
- During the live learning, pupils must not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If a child accidentally comes across any such material, they should report it immediately to their teacher or parent/guardian
- The chat should be used appropriately, using language and comments that are appropriate for lessons and only used when invited to by the teacher. It is not to be used for personal discussion
- Pupils must not screenshot, record or take photos of any part of the lesson, neither should they electronically share any part of the lesson
- If the pupil does not adhere to these rules they will be warned by the teacher and removed from the lesson

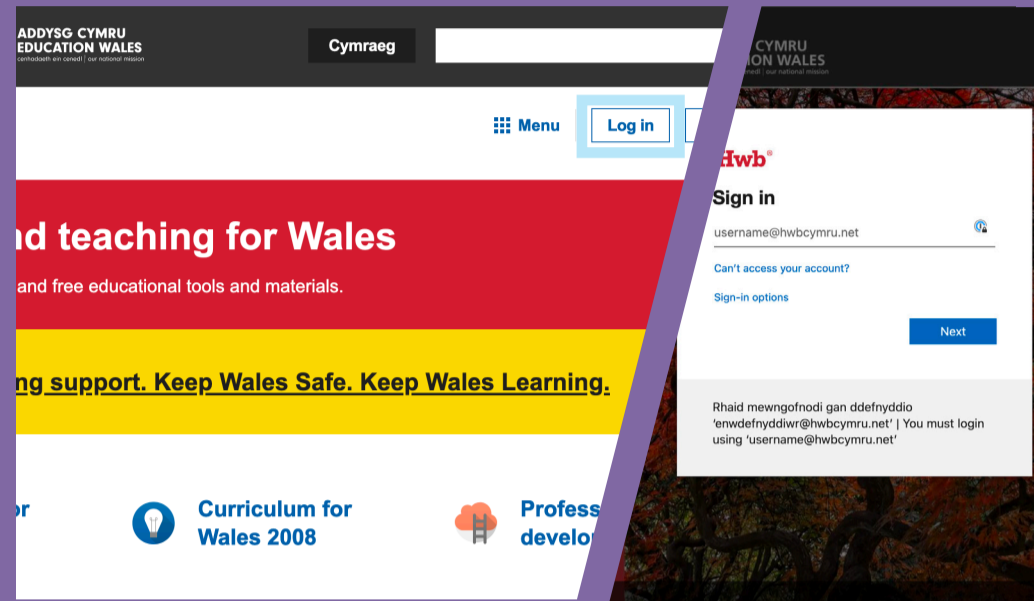


# Blended Learning

## Using Microsoft Teams to complete assignments

1

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to [hwb.gov.uk](http://hwb.gov.uk)  
Login with your **HWB** username and password



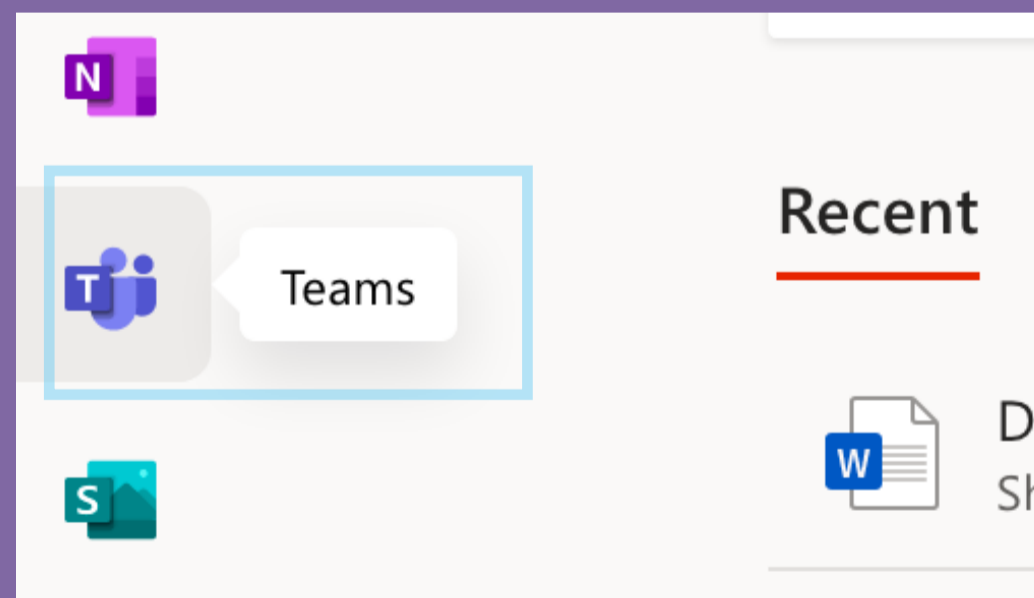
2

Click on **Office 365**



3

Click on the **Teams** icon  
This will usually be on the left-hand side of your screen



4

Click '**Use the web app instead**' to go to the Teams App

Download the Teams desktop app and stay better connected.

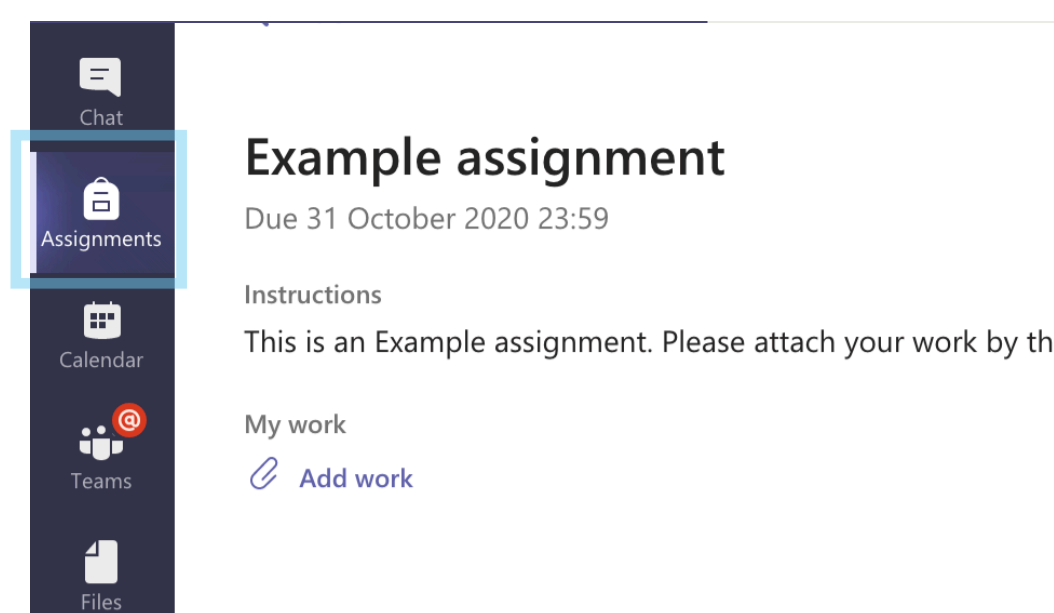
Get the Mac app

Use the web app instead

5

## In Teams

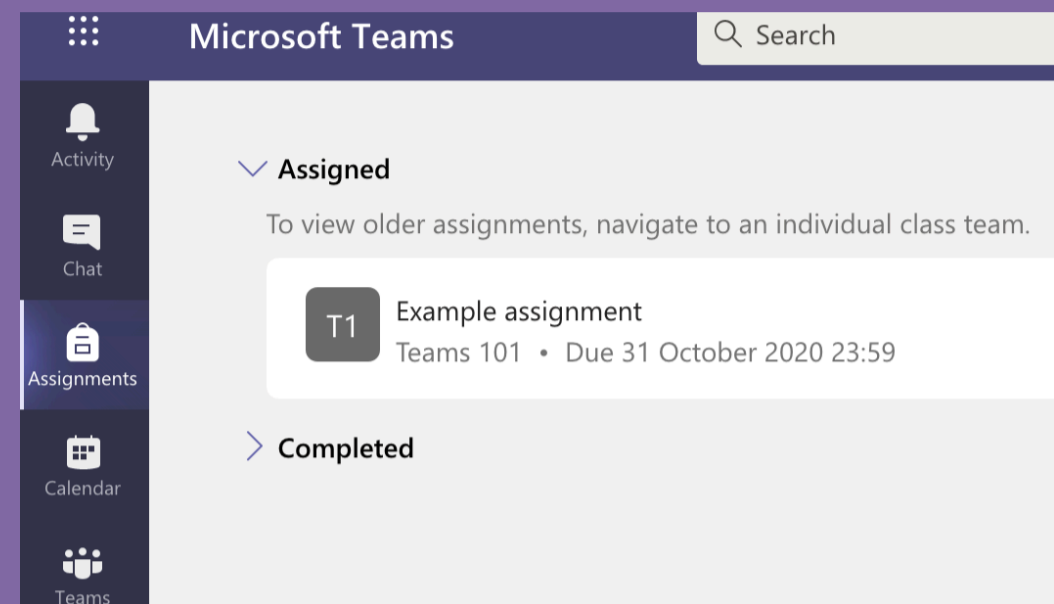
Click on **Assignments** on the left-hand side



6

You will see a list of all of your **Assignments**

Click the one you want to complete



7

To attach your work to the assignment

Click the **Add Work** button

## Example assignment

Due 31 October 2020 23:59

### Instructions

This is an Example assignment. Please attach your work by the deadline.

### My work

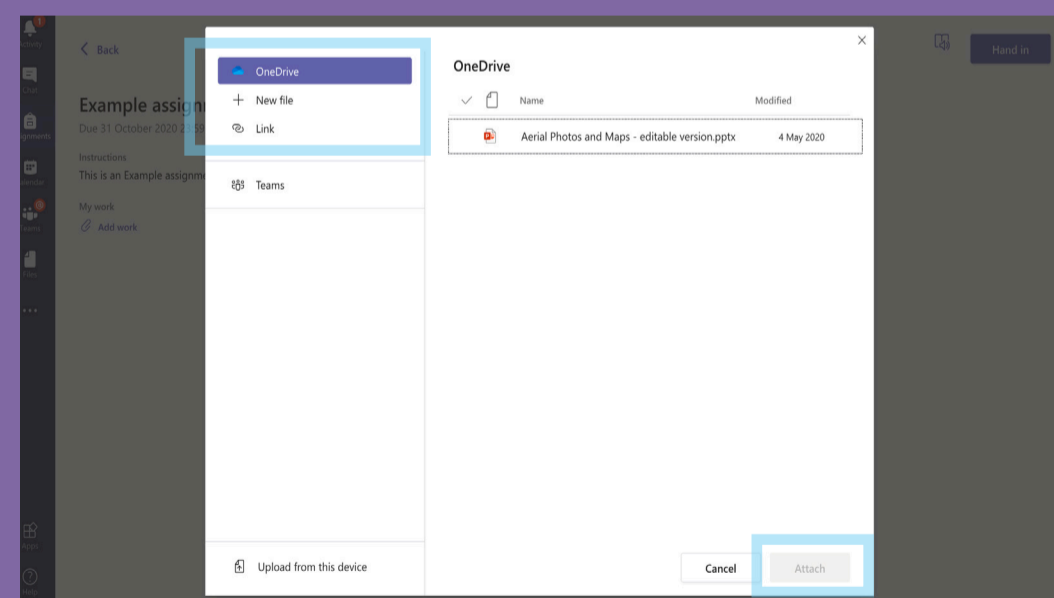
 [Add work](#)

8

Click the **OneDrive** button to attach an existing file

Or create a new file by clicking **+New File**

Once done click **Attach**



9

You will now see your work attached

When you are ready to submit it Click the **Hand in** button on the top right-hand side

