



19 March 2020

Dear Parents & Guardians

## RE: Remote Teaching & Learning during COVID-19 Closure

I am writing to you to share our plans to support pupils with their learning whilst the school is closed as a result of the COVID-19 virus. We fully appreciate that these changes will present challenges for families in these unprecedented times. We will need your assistance as we aim to do all we can to support your child's learning.

**During this time, you can expect your child to receive a block of work to complete, in every subject, and that this work will be assessed.**

In order to achieve this objective, please take note of the following:

- Each pupil has been allocated an **email address**. All the pupils have passed through the IT lab to either set up this address on their devices or to be shown how to access their email address on a browser. If your child was absent and does not have an address please email [carol.wilson@trident-college.com](mailto:carol.wilson@trident-college.com).
- We will be using **Microsoft Teams** to facilitate the process of teaching and learning. This software is available online and is free, as long as pupils use their Trident College email address and password to activate the program.
- An **IT help desk** has been established to assist with any technical issues that may arise. For assistance click [here](#).
- Your child will receive **communication** from their respective teachers shortly after they arrive home. The teachers will spend time on Monday and Tuesday refining and coordinating our approach. Initial contact will be received by Wednesday at the latest.
- Not all pupils can be online at the same time for every **lesson so content will be sent in batches** and pupils can address the lessons in their own time.
- **Teachers will be available online** from 08:00 to 13:30. Monday to Friday to deal with lesson queries. Help required outside of these hours will be provided by appointment.
- Your child will be required to complete **assignments** and submit them to their respective teachers for marking. The marks from these assessments will be included in the end of term reports.
- **End of term reports** will be distributed as usual on the iSams Parent Portal on Thursday 9 April.
- In some instances, **holiday work** may be set by teachers particularly for classes that are writing external exams.

This ambitious plan will require your assistance in supporting your child. Some of the things you can do to assist include the following:

- Help your child to get **access to the internet** as often as possible.
- Provide your child with regular **access to a device**, preferably a computer. A phone is too small to deal effectively with this approach.
- Make a note of your child's @Trident-College.com email address and **password**. The issue around pupils forgetting their passwords has been the biggest obstacle so far.
- **Take an interest** and ask how things are moving along.
- The pupils must be self-disciplined and maintain a **consistent routine** by studying each morning as set out above.
- Some staff may require you to assist by ensuring an **assessment** is done by your child under **controlled conditions**.

Notwithstanding this approach, we intend to reconsider teacher contact time later in the year. I therefore ask you to accept that all the dates that have been set for the remainder of the year are now variable. We do not yet have enough information to say what changes will be made but changes will definitely be made in order to make up for these disruptions. We may, for example, start school a week earlier in Term 2, but we do not have enough information to make this type of decision at this stage.

We are doing all we can to support your children now and will continue to do so into the future. We hope that schools are allowed to open, at the latest, on 4 May. If not however, we will continue to put measures in place to maximise teaching and learning and help your child to achieve the best possible academic results.

In many ways I look forward to initiating and evaluating the effectiveness of remote learning. As we look to the future, we need to ask how we can improve the process of teaching and learning with technology. The current situation provides us with an excellent opportunity to do this.

Yours sincerely

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

Austin Clarke  
Headmaster