

## Important information for Parents and Carers

In the event of a partial or full school closure please be reassured that teachers at NTS will continue to provide 'remote learning' for your son or daughter. The following information has been circulated to all teaching staff and forms the protocol for remote teaching and learning:

1) All teachers have been instructed to create email groups for each class they teach. This will enable members of staff to circulate work to all pupils. Pupils have also been reminded about how to access their **school email account**, which **must** be used in all correspondences. This is due to safeguarding as members of staff cannot respond to personal email accounts used by pupils.

2) Work for each class will be sent via email by 9.15am each day. Staff have been asked to ensure that all instructions to pupils are clear as to what they are expected to do and how they should submit work back to their teacher for marking. In a number of subjects, pupils will be working on a variety of different online learning platforms (including Seneca learning and Moodle plus other subject-specific applications) that they will already be familiar with. This allows teachers to monitor completion of work and assessment of progress.

Some departments may produce 'learning packs' that in the event of a closure will be distributed to children. Instructions will be provided by the class teacher about completion of tasks.

3) Teachers will not be expected to respond to individual emails from pupils outside normal school working hours (8.45am – 3.45pm).

4) Teachers will not respond to any emails from parents or carers. I am sure you appreciate that many staff teach in excess of 200 pupils so in an attempt to limit email traffic, please do not contact the class teacher directly.

In addition to this information, you will also receive details of subject-specific online teaching and learning / revision resources that any pupils preparing for exams will also be encouraged to use. This will be in addition to the work set by their class teachers.

17<sup>th</sup> March 2020