



REDHILL SCHOOL

31st January 2023

Dear Parent/Carer

Since we announced that the school would not be able to open safely on Wednesday February 1st, we have been working with your child in order to ensure that they are able to access their live lessons via Google meets. Our website contains a wealth of information on accessing online learning. This weblink contains all of the details your child will need to access their live lesson

<https://static1.squarespace.com/static/5a53486418b27de88c8c3ce4/t/5ff423d0e862153badcad2a0/1609835473761/Student+Guide+for+Google+Meet+Live+Lesson.pdf>

The information below explains our protocols during a live lesson

REDHILL ONLINE LEARNING: 'LIVE' LESSON PROTOCOLS

Pupils: what do you need to do for the online LIVE lesson through Google Classroom/Google Meets?

- You will need to join using the meeting link that is under the class code.
- Once you click on the link, unmute your microphone and switch your camera off, then click join - you will now be in the virtual classroom.
- You will not be able to join until I am there - I will be logged in at least 5 minutes before the lesson starts, and then please log out when the lesson ends. I will wait until everyone has logged out before I log out.
- I will record the lesson and upload this onto Google Classroom after the lesson.

Once you are in, you will be able to hear me.

- Try and find a quiet place to watch and participate in the live lesson.
- Switch off or remove any other distractions. For example: switch off any other apps; close down extra tabs; switch off your TV, or computer consoles etc.
- Please have your cameras off and mute your microphone. I will talk you through how to do this if you are unsure, but there is a little bar that appears in the middle of the screen.
- In the bar in the right hand corner, you should also be able to click on a little box, which will bring up a comments box - I will ask you to type in your answers here during the lesson.
- Please don't panic if it doesn't work or if you are struggling to get on in this lesson etc. Follow the guidance that Mr Roach has put together and make sure you have checked that you are signed in using your @redhillclassroom email.
- The lesson will be recorded and this, along with the transcript of the chat box will be uploaded onto the Google Classroom stream after the lesson.
- All of the learning materials will be uploaded onto Google Classroom as normal. There may be some preparation work that you will need to look at before the 'Live' lesson on Google Classroom, so please check.

Continued...

“Commitment to excellence”

Headteacher ~ Mr J Clayton BA (Hons) NPQH

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Below is a timetable of when live lessons are being delivered by the teachers who are not in the NEU or the teachers who are not taking part in industrial action. The lessons will be no longer than 45 minutes in length and will be a mixture of teacher input and independent learning. Students should log onto their timetabled lesson Google Classroom page at the following times:

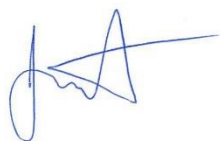
- **Period 1 – 8.40 am**
- **Period 2 – 9.40 am**
- **Period 3 – 11.10 am**
- **Period 4 – 12.10 pm**
- **Period 5- 14.10 pm**

As I am unaware of how many teachers are taking industrial action, there may be some children who log onto the system and receive no work during the day. I am very sorry for this as I know how disappointing this will be.

We use Google classroom on a frequent basis in school, so your child will be comfortable with the format and accessing the lessons.

Once again, I am sorry that we are in the situation we are. At Redhill we take great pride in the Quality of Education and support we offer all of our children. The dispute between the unions is one with the national government and not Redhill. I am aware of how frustrating the situation is.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mr J Clayton', with a stylized flourish extending to the right.

Mr J Clayton
Headteacher