



# LWS Academy

Montefiore Drive, Sarisbury Green, Southampton SO31 7NL

Email: [enquiries@lws.gfmat.org](mailto:enquiries@lws.gfmat.org)

Tel: (01489) 582 684

<https://lordwilson.org.uk>

## LWS: Remote Learning During National Lockdown

Dear Parents/ Carers

Following the official government announcement to enter a third national lockdown from Wednesday 6th January, we are proud to remain open and serve all our students throughout this challenging period of national school closures.

However, the government has made it clear that we will be able to fight this virus better if we reduce the number of contacts that all of us have with people in other households. Government scientific advisors also state that school children are the most important route of infection into the household. As a result, while our team is fully committed to offering high quality education to your son during this period, we must continue to prioritise the safety of our staff and students during their time on site.

To achieve this, we have made changes to our learning timetable from the new year. All lessons during the school day will be delivered online using Google Classroom so that your son can access his lessons from home. This will help to minimise risk and ensure our school site continues to remain Covid-19 secure throughout the lockdown period.

### **From Tuesday 12th January, we will be introducing the following adjustments to our online timetable:**

Times	Online Learning Activity	Expectations for attendance
9:00-9:30	Morning Registration	Sign-in between these times for registration and welfare check
9:30-10:20	Lesson 1	Sign-in at the start of each lesson and be ready to learn. Your teacher will let you know how long you need to remain logged in.
10:20-11:10	Lesson 2	
11:10-11:25	Break	
11:25-12:15	Lesson 3*	Sign-in at the start of each lesson and be ready to learn. Your teacher will let you know how long you need to remain logged in.
12:15-12:45	Break	
12:45-1:30	Lesson 4	Sign-in at the start of each lesson and be ready to learn. Your teacher will let you know how long you need to remain logged in.
1:30-1:40	Break	
1:40-2:30	Lesson 5	Sign-in at the start of each lesson and be ready to learn. Your teacher will let you know how long you need to remain logged in.
2:30-3:00	Afternoon Registration	Sign-in between these times for registration and welfare check

\* school day finishes after Period 3 on a Friday



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### How does my son continue to be respectful, responsible and ready to learn when logging into registration or online lessons?

When logging into registration or an online lesson, your son must be in a shared space in the house (not their bedroom). You should be present in the room and your son must be wearing suitable clothing. School uniform is preferable. Your son must use respectful and appropriate language throughout their time online. Distractions should be kept to a minimum. For example, turning the TV off and scheduling in any games during break time and afterschool.

### How will my son register his attendance during the morning and afternoon?

Your son will receive a Google Hangout invitation (via email and his Google Calendar) to log-in to **morning registration between 9:00-9:30am** and **afternoon registration between 2:30-3:00pm**. It is important that your son logs in to *both* these sessions. In the event that your son has not logged in to the morning or afternoon registration, tutors will continue to follow up with phone calls home. This will enable us to monitor their welfare and access to education provision throughout the day.

### How will my son access lessons online?

Your son will receive a **Google Hangout invitation (via email and Google Classroom)** to log-in to his lessons each day. During every online lesson, teachers will take a register of attendance, teach the knowledge and skills being covered in that lesson and signpost your son to tasks that they need to complete on Google Classroom. Further guidance on how to access Google Classroom and a copy of the school timetable is provided with this letter.

We continue to be confident that closely aligning the structure and routine of our online learning timetable to our normal school day will allow students to learn effectively from home and prepare them for when they return to school.

If your son no longer has suitable IT access from home and you require support with this, please do not hesitate to contact the school.

Thank you for your continued flexibility and support during these unprecedented times.

Yours sincerely,



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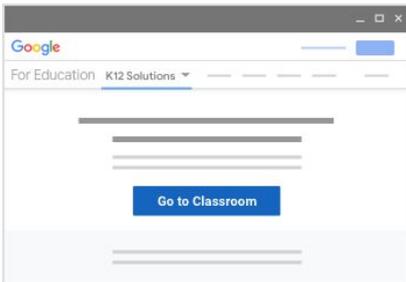
<https://lordwilson.org.uk>

Mustafa Sulo

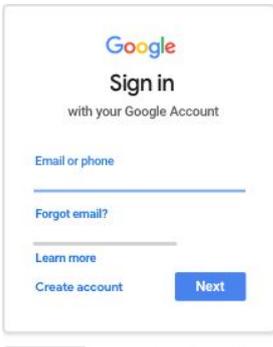
Assistant Headteacher

## How do I sign in to Google Classroom?

1. Go to [classroom.google.com](https://classroom.google.com) and click Go to Classroom.



2. Enter your username and click Next.



3. Enter your password and click Next



4. If there is a welcome message, read it and click Accept.

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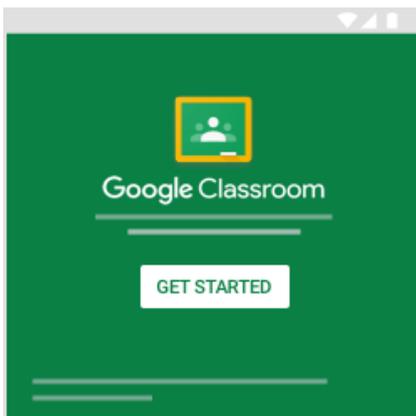
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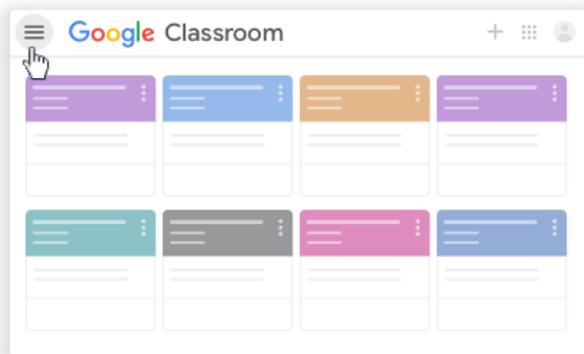


5. Click Get Started.



## How do I access registration and lessons that I have using Google Calendar?

1. Go to [classroom.google.com](https://classroom.google.com).
2. At the top, click Menu .



3. Click Calendar.





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