



Cardiff High School Ysgol Uwchradd Caerdydd

Headteacher/Pennaeth
Mr S M Jones

Llandennis Road
Cardiff/Caerdydd
CF23 6WG
Tel/Ffôn: 029 2075 7741
Fax/Ffacs: 029 2068 0850
Web: www.cardiffhigh.co.uk
www.facebook.com/cardiffhighschool
[@officialCHS](https://twitter.com/officialCHS)

22 October 2020

Dear Parent / Carer,

“FIRE-BREAK” Lockdown

Following on from my previous letter earlier this week, I would like to confirm the arrangements for our home-learning provision. This provision is for pupils in Year groups 9 – 13 and in-line with the national firebreak will cover the period from Monday 2 November to Friday 6 November.

All pupils have already been issued with a printed copy of their “Home Learning Timetable” which will be in operation for this period. You can find an electronic version of this on our school website ([Home Learning Timetable document - please scroll to the bottom of the page](#))

Throughout the week pupils will be asked to follow their home learning timetable which incorporates a blend of learning approaches including live teaching using Google Meet, Webinar lessons, and independent learning tasks and activities. This provision must be accessed through your child’s Google Classrooms.

Pupils are fully aware of how to access and log in to their respective Google Classrooms, however an instructional webinar which supports this process is available on the website should you need any additional support ([Home Learning Webinar here](#)). It is vitally important that pupils log in using their Hwb email address.

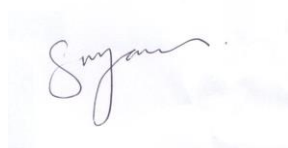
In order to provide appropriate continuity of learning throughout the week, pupils will be asked to log into their Google classrooms at the times indicated on their home learning timetable for their live and webinar lessons. The scheduling of this timetable has been designed to provide a broad and balanced provision over the lockdown period with sessions spaced appropriately. However, we understand that there may be times when it is not possible for your child to access the provision at the specified times. Webinars can be viewed outside of the published lesson times however live sessions can only be accessed at the scheduled time.

Expectations for pupil conduct and engagement during this period is consistent with our normal approaches. Pupils have been informed of our expectations for the virtual classroom and these are also attached for your information. In accordance with Welsh Government recommendations, all live lessons will be recorded.

Pupils will also be expected to attend a virtual tutorial period on Wednesday 4th November at 12.00pm for Years 10 and 11 and at 12.35pm for Year 9. This will provide an opportunity for tutors to check-in with all pupils and to support your child with any issues or problems.

We are confident that our blended learning approach will provide a high quality provision which ensures an appropriate continuity of learning for pupils whilst they are unable to attend school. I would like to thank you in advance for your ongoing support during these difficult times. Please continue to use our website and follow our twitter page (@officialCHS) for further updates and information.

Yours sincerely



S M JONES

Headteacher

Live Lesson Protocols



Attend all lessons. Make sure you are ready to log in on time for your lessons. If for some reason you are unable to make the lesson, you should email your teacher to let them know. A register will be taken for each lesson.



Whilst you do not have to wear your school uniform to lessons, you should be properly dressed in appropriate clothing. You should treat it like a non-uniform day in school.



Expectations of behaviour are the same as they would be in a school classroom. Poor behaviour could lead to you being asked to leave the lesson.



Make sure you are in a suitable location. Ensure that the visible background is appropriate for a school situation. If you can work in communal area in your home, for example your living/dining room, you should do so.



Be prepared for the lesson. Have your exercise book, notes, resources and materials you need to hand. Make sure you have sufficient battery charge, power leads etc



You should always join the lesson with your camera on and your microphone muted.



Once your attendance has been recorded, your teacher will explain how the lesson will run. You will be asked to contribute to the lesson in different ways depending on the content of the lesson. You might need to turn your camera and microphone off/ on during the session.

In line with Welsh Government guidance, all sessions will be recorded.