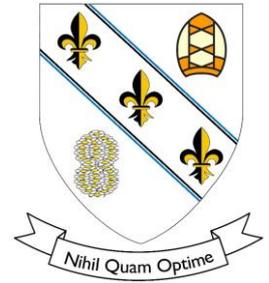


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12th January 2021

Dear Parent(s)/Carer(s) and Pupils

I am pleased to be writing to you with details of our remote learning provision and the delivery of live lessons for all pupils. The live lessons will begin this week and pupils will be notified of these by their teachers via their College email account and ClassCharts. One in three timetabled lessons will contain a live element of learning and engagement. The live element will be delivered by the teacher using Microsoft Teams and there will be an opportunity to ask questions, check understanding or seek feedback as required. We are looking forward to delivering live lessons to all of our pupils and to build on the engagement and commitment that pupils have shown to their learning since the start of term. As with all new processes, we will be constantly reviewing our live lesson provision to ensure that it is the best it can be. If you have questions or queries regarding how to access our remote learning provision, please use the following link – this will take you our website where you will be able to submit your questions or queries to the team [Chulmleigh Academy Trust - ICT Support for Students/ Parents \(office.com\)](mailto:ccc_classcharts@chulmleigh.devon.sch.uk). If your query is regarding ClassCharts, please use the ClassCharts email: ccc_classcharts@chulmleigh.devon.sch.uk.

Pupils should access Microsoft Teams through their College email account. They will receive an invite to attend a live lesson in the same way as they have for the assembly programme. All pupils have access to Microsoft Teams through their College network accounts. Microsoft Teams can be accessed on any internet-enabled device by logging on to catmail.org. Attached to this letter is guidance on how to access key platforms that pupils are using on a daily basis.

Pupils need to ensure that they continue to check both their ClassCharts and email account throughout the day, as this is how they will be notified of live lessons, work that has been set and feedback provided.

All pupils need to ensure that they are submitting their work as requested by their teacher via ClassCharts – guidance on how to do this is attached. To support pupils in keeping their work organised, they should have a file set up on their network area using Portico. Portico provides pupils with access to their files saved on the College network. Best practice for pupils is to be saving their documents regularly as they are working and submit as required when completed. They should also save finished pieces via Portico so that they can access all work completed remotely when they return to College. Guidance on how to do this has been attached. I am aware that many pupils are already working this way, very successfully.

Finally, I would like to thank you all again for your ongoing support and commitment.

Yours faithfully

Laura Mackie
Academy SENDCO