

15<sup>th</sup> January 2021

Dear parent/carer,

We hope that you are all safe and well. We are pleased to let you know that we will be moving away from our workbooks to online lessons for all our students in Year 7 and Year 8.

We will launch this on **Thursday 21<sup>st</sup> January** with a live tutor group session in the morning. After this point, your child will be able to access each lesson on their timetable and complete the tasks requested. They will be able to submit their work and get feedback from their teacher using MS Teams.

#### Tutor & Assembly times

Year Groups	Times	Tutor time	Assembly
Year 7	08.20	Monday - Thursday	Friday
Year 8	08.30	Monday - Thursday	Friday

All students will follow their usual timetable. Lessons and resources will be available on MS Teams. Teachers will record the lesson PowerPoints, providing explicit instructions, as well as modelling activities and providing guidance and tips.

To help your child get the most from their online learning, we will be offering training sessions on **Tuesday 19<sup>th</sup> January at 10 o'clock for Year 7 parents and pupils** and on **Tuesday 19<sup>th</sup> January at 11 o'clock for Year 8 parents and pupils**.

To access the Year 7 parents' and pupils' training, please use the information below:  
<https://zoom.us/j/97387429058?pwd=Zk5FUWlsVmpGbW8wTE8zMoJzOGZwZz09>  
 Meeting ID: 973 8742 9058  
 Passcode: 8HtvAT

To access the Year 8 parents' and pupils' training, please use the information below:  
<https://zoom.us/j/91682035832?pwd=My9FemUyYVVlU21UUWF5QThBQ1IyZz09>  
 Meeting ID: 916 8203 5832  
 Passcode: j77zQ0

Please contact your child's Head of Year in the first instance, if you have any questions, Y7, Mr Martin: [s.martin@arkvictoria.org](mailto:s.martin@arkvictoria.org) and Y8 Ms Akram: [z.akram@arkvictoria.org](mailto:z.akram@arkvictoria.org)

Please see the attached guidance for students on keeping safe online and our expectations and guidance for live lessons, working on MS Teams and Tutor time, and information for parents.

We look forward to continuing supporting your child as they grow and develop new digital literacy skills as well as making progress through the curriculum.

Kind regards



Ms E. McSorley  
**Principal**