



# Diss High School

Headteacher: Dr J Hunt

Wednesday 4th November 2020

Dear Parents and Carers,

Your child will be bringing home a 'Lockdown' timetable. Please do not be alarmed! We are simply getting prepared should we find ourselves in a situation where school is fully closed. In this event, students will immediately move onto this virtual timetable.

Many thanks to those of you who completed the student ICT audit sent via InTouch; we have used this to inform our construction of this timetable and the ways in which lessons will be delivered and work will be submitted. Work will be set by teachers and handed in by students through the following channels:

- timetabled 'live' lessons with a teacher via Microsoft Teams;
- uploaded video file lessons from a subject teacher on Google Classroom or Microsoft Teams;
- written notes and instructions on Google Classroom or Microsoft Teams.

In addition to this, tutors and Heads of Year will also keep in touch via a tutor group Google Classroom and individually via e-mail. We recognise that during these difficult times, pastoral care and continuity of being in touch with a tutor at school is essential for all.

We realise that using online platforms like Microsoft Teams, Google Classroom and Sims etc can be daunting; we are therefore also sending home a 'Diss High School ICT Guide' to support students and parents with learning. We have tried our best to cater for as many computer, smart and mobile devices as possible in our instructions and hope that these are of some help to you.

If you know that your child will definitely not be able to access the Internet and therefore any of the lessons set during a potential lockdown, please contact the school office as soon as possible. We will then be able to make an alternative provision for your child so that they are able to keep up with their learning whilst at home.

Should you have any further queries, please do not hesitate in getting in touch.

Yours faithfully,

Miss V Pittman

Deputy Headteacher

Miss S Johnson

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