



St Robert of Newminster Catholic School and Sixth Form College



Biddick Lane, Washington, Tyne & Wear, NE38 8AF

Tel: (0191) 716 1700 Fax: (0191) 415 3801 Email: school@strobertofnewminster.co.uk

Head Teacher: Mr. D. Juric
Chair of Governors: Mr. G. Moorhouse

8th January 2021

Dear Parents and Carers

Attendance to Live Teaching

May I begin by extending my thanks in supporting the school to enable your child to access the live teaching which commenced via Teams on Tuesday 5th January. The online attendance has been excellent, and all staff are greatly impressed with our student's engagement with the online learning. Please congratulate your child on such an excellent start.

Teachers' stream lessons live, therefore students must follow their normal timetable each day and join the live Teams lessons where scheduled. It is vital students attend online and normal attendance procedures will be followed if students do not attend the live lessons.

As per our usual attendance policy, parents must actively ensure that their child attends lessons every day, unless there is a valid reason why this is not possible. Ensure their child attends all live lessons - 8:45 am prompt. Students must be punctual to the online lesson. **Please note the school day begins with registration at 8.45am prompt, ending at 8.55am. The first lesson then begins at 9.05am.**

If a student is late for unavoidable reasons, or unable to access the live lessons that day parents/carers should contact school and inform us of the reason. To do this please contact the school and select '**Option 1 – Report a Pupil absence**'. Parents must telephone by 9:00 am and provide a full explanation for the absence. Please explain if the absence is due to illness, other personal circumstances or if it is a technical issue in accessing lessons. If you are experiencing technical issues we will endeavour to help you to resolve the matter.

All students have access to Teams, as it is part of our school Office 365 suite. Students must access Teams through their new Office 365 email account. Teams can be accessed from a tablet, mobile phone or PC. If there are any issues with usernames/passwords please do let us know. A student guide on how to join MS Teams live lessons can be found in the Teams Learning Portal [here](#). If you have limited or no internet access, or students do not have a suitable device to access their Teams lesson, or you have any technical issues, please do let us know by emailing school@str.bwcet.com

Attendance during this period will be monitored in the same way as our usual attendance procedures. Please continue to support us, by ensuring your child is fully prepared for the day, has a work station set up at home daily in good time for 8.45am start. Your child must also continue to be present throughout the day and participate in all lessons. Once again, may I congratulate our students on such



excellent attendance, participation and behaviour in online lessons. The attitude to learning and appreciation for staff has been wonderful to see and hear so far.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'A. McHale'.

Mr A McHale
Senior Assistant Head Teacher