



28 June 2020

Dear Parents and carers,

Assalamu'Alikum

I hope you are safe and in good health Insha'Allah.

I would like to sincerely thank you for your support and understanding in relation to your son's transition from school to home learning. I appreciate that managing family life, your work and your son's schooling is no simple task. Most of our students have adapted very well to remote learning and have shown just how resilient they are, Maash'Allah.

We are now moving into the second phase of remote learning which includes the provision of **live lessons** for your son – please find attached the timetable for this week. The number of live lessons taking place for your son will gradually increase Insha'Allah. Please remind your son of the protocol in relation to live lessons which has already been emailed to you. These lessons are **compulsory**. It is your son's responsibility to organise his day so that he is on time and he does not forget to attend them. Failure to do so will mean that the work covered in these lessons will also be missed and therefore, your son will be expected to catch up. The link for these lessons will become "live" approximately 10 minutes before the start of each lesson.

Please note that year 10 students have fewer live lessons scheduled for them as face-to-face sessions are currently taking place in school.

I would like to take this opportunity to share with you some other points in relation to Google Classroom:

Firstly, a small minority of students have not been keeping up to date with their assignments. This is extremely important to ensure that the continuity of learning is not disrupted. Below are the steps which need to be taken to view your son's record of work:

Go to Google Classroom homepage,

Click on a particular classroom/subject,

Click on "Classwork" (control bar at the top),

On the top left, click on "View your work" – you will now see a record of all the assignment marked, handed in or missing.

Secondly, it has become apparent that some students are still not familiar with the procedure for submitting their work on google classroom. This has been explained in the document which was emailed to you titled '**Guidance to Students for Using Google Classroom**' – please share this with your son if you haven't done so already (attached).

I would also like to highly recommend the phone app for "Google Classroom" if your son owns a mobile phone. Although this is not essential by any means, my personal experience has proven it to be very useful as notifications are received when new assignments are set, messages are posted by teachers and when work is returned to students.

In such difficult and uncertain times, we thank you again for your patience as we constantly review, adapt and improve the learning provision for our students in order to make it more effective, enjoyable and yet remain safe. We appreciate the feedback which you have given and we continue to welcome it. Jazak'Allah Khair.

Wasalaam,

Yours sincerely,

Mrs F Bani

Member of Senior Leadership Team, In Charge of Pastoral Care

