

4th June, 2020.

Dear Year 12 Students and Parents,

We will soon start to deliver video tutorials for each subject. From Monday 8th June, some staff will be trialling the use of Google Meet to deliver these sessions. The plan is that from Monday 15th June the vast majority of teachers will deliver two hours per fortnight, where they are in a position to do so. It may be that not all lessons will be ready to go from the 15th June; we will build on this as quickly as we can.

These sessions will take place in a scheduled lesson. We will publish each week's sessions in advance via Show My Homework and the school website.

Google Meet video tutorials work in much the same way as Zoom or Microsoft Teams. The teacher will present, sometimes sharing a screen, and students will have the opportunity to engage in discussions or question/answer sessions. During the tutorial, students can choose to mute or not use video themselves.

We ask that students adhere to the following guidelines:

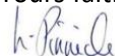
- Wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas in the home and, where possible, be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for both students and staff if other children in the household become unsettled or cause a disruption.
- No screen shots or recording of the session.

The teacher may remove a student from the Meet if there are any concerns. Each teacher will record the tutorial and place it in the Google Classroom so that any student who cannot join the session is able to catch up.

These tutorials are an opportunity for students to actively engage with their teacher and their peers. It is therefore important that students have any resources (such as a textbook or calculator) requested by the teacher ready for the tutorial.

If a tutorial has to be cancelled due to the teacher's circumstances, we will send a text message to the student.

Yours faithfully,



Lindsay Pinnick
Director of Sixth Form

Highgate Wood School Student Council supports individual action to address the issues of Climate Change and promotes the United Nations top 10 recommendations.

