



RUTLISH SCHOOL

Watery Lane, Merton, SW20 9AD

Phone: 020 8542 1212

Fax: 020 8544 0580

Student Absence: 020 8540 3134

E-mail: administration@rutlish.merton.sch.uk

Website: <http://www.rutlish.merton.sch.uk>

Headteacher: Ms L. Howarth

6 July 2020

Dear Parents and Carers,

I am writing to follow up on the letter sent on Friday with regards to remote learning. From September 2020, in the event that Rutlish School is put into local lockdown, or there is a reinstating of nationwide lockdown, our intention is to deliver a full timetable via Microsoft Teams.

To ensure all students are able to access teams and participate in a lesson, we will be holding two introductory sessions for students in the final week of the summer term. This will ensure all students are familiar with how to access their online classrooms.

- On Tuesday 14 July, all students need to virtually register with their tutors at 9.30am.
- On Wednesday 15 July, all KS3 students will attend their period 2 lesson on MS Teams with their subject teacher. All Year 10 students will attend their period 5 lesson on MS Teams with an English Teacher.
- Students will need to login using their Fronter email and password. Please see the included login instructions for students.
- Details of students' classes can be found at the end of this letter. The introductory sessions follow the Week 1 Wednesday timetable. Class codes are on students' timetables which can be viewed on Fronter.
- Year 12 students do not need to register on Tuesday 14 July and will continue to attend MS Teams lessons on Wednesday 15 July as scheduled.

These sessions are designed to ensure all students are able to access the MS Teams platform for virtual lessons, and perform some of the basic functions needed such as 'raising their hand', typing a message to their teacher, or muting and unmuting to ask a question or give an answer. The Tuesday session with tutors will allow students to practice entering virtual classrooms and interacting with their tutors. The Wednesday session will last for approximately 20-30 minutes where students will be expected to engage with a starter task for their subject teacher.

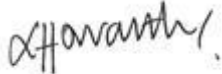
Please ensure you and your son/s have read the online learning protocol and acceptable use guidance. Parents and carers must give permission prior to any student using MS Teams. Permission is granted by completing the form at the link below. Students will be able to receive guidance from their teacher, ask questions via the chat or audio facilities and receive feedback via audio; students' video cameras will not be enabled. During the online sessions, students must ensure they maintain the same professional and appropriate conduct they would if in school as normal. Students are not permitted to use their own personal devices to record or share any of the information or discussions from the meeting outside of the team. Rutlish Acceptable Use policies will apply. Any student found in breach of these rules will be dealt with according to the behaviour policy and safeguarding policy addendum.



Please click this link to grant permission for your son/s to participate in online learning via MS Teams.

<https://forms.gle/fb6a5MSQWi3ZBmrUA>

Yours sincerely,



Ms L Howarth
Headteacher

Timetable: Wednesday 15 July P2 Introduction Session with teachers (9.50am – 10.15am)

| Class Code | Subject | Teacher | Class Code | Subject | Teacher |
|------------|---------|----------|------------|---------|-----------|
| 7C/Re | RE | SE | 9A/Dr | Drama | CD + ME |
| 7K/Re | RE | CG2 + SM | 9R/Re | RE | MT |
| 7P/Pe | PE | GR | 9S/Re | RE | HT |
| 7R/Ma1 | Maths | NS + VT | 9T/Pe | PE | SH |
| 7R/Ma2 | Maths | SK + AA | 9W/Fr1 | MFL | AES + TM |
| 7R/Ma3 | Maths | CE + NK | 9W/Mu2 | Music | HP |
| 7R/Ma4 | Maths | KG + PP | 9W/Mu4 | Music | DST |
| 7R/Ma5 | Maths | HH + AG | 9W/Sp1 | MFL | (FH) AA |
| 7V/Gg | Art | RS + DS | 9W/Sp3 | MFL | JFA |
| 8R/Dt1 | DT | HC + GN | 8W/Sc1a | Science | JPR + CB |
| 8R/Dt3 | DT | NBH | 8W/Sc2b | Science | JHO + NA |
| 8R/It2 | IT | LBR | 8W/Sc3c | Science | DAK + HN |
| 8R/It4 | IT | ACD | 8W/Sc4b | Science | VN + DG |
| 8R/It5 | IT | LS | 8W/Sc5c | Science | MPE + HRY |

Timetable: Wednesday 15 July P5 Introduction Session with teachers (1.50pm – 2.15pm)

| Class Code | Subject | Teacher | Class Code | Subject | Teacher |
|------------|---------|-----------|------------|---------|---------|
| 10W/En1 | English | IL | 10R/En1 | English | KMO |
| 10W/En2 | English | (KMO) DNE | 10R/En2 | English | KJ |
| 10W/En3 | English | (AJ) RG | 10R/En3 | English | VCM |
| 10W/En4 | English | MK | 10R/En4 | English | (NG) JB |
| 10W/En5 | English | NG | 10R/En5 | English | AJ |

