



Sunday, 8th March 2026

Dear Parents,

Re: Online learning arrangements for Monday 9th March

I hope that you and your families are safe and well.

As shared in previous communication, from tomorrow, Monday 9th March, pupils will be joining their live online lessons each morning from 9:00am to 12:30pm with their class teacher. As we continue to deliver our learning programme remotely, we want to ensure that parents have clear guidance on how our online provision will operate and how best to support children during live lessons.

To access the lessons, please use the Microsoft Teams link provided in your class Dojo. This link will remain the same each day for the entire morning session.

In addition, we have created an Online Learning Protocols and Information document that outlines key expectations for pupils and families during this period of remote learning. It also includes guidance on accessing our Online Learning Booklet, which contains further information and links to the e-learning section of our school website.

Safeguarding Information

Safeguarding remains our highest priority, even when learning takes place online.

All live lessons will take place through Microsoft Teams using pupils' Capital School email accounts. This ensures that only authorised pupils are able to access the lesson. Teachers will manage the online classroom carefully to maintain a safe and structured learning environment.

For safeguarding reasons, parents and pupils must not record, photograph or share any part of the live lessons. Teachers will control microphones and participation to ensure the session remains appropriate and focused on learning.

Structure of Lessons

Each morning, pupils will join their class teacher for live lessons from 9:00am to 12:30pm.

Within this time pupils will receive teaching in:

- Reading
- Writing
- Mathematics

Across the week pupils will also have:

- Two Science lessons
- Two Humanities lessons



The final live lesson each will focus on a wider curriculum subject, ensuring pupils continue to experience a broad and balanced curriculum.

Class teachers will structure the morning into appropriate lesson segments and will direct short breaks between lessons to support pupils' focus and wellbeing.

In addition to the live lessons, pupils will have access to pre-recorded sessions for PE, Computing (ICT) and Library, which will be uploaded to the learning pages for pupils to access at a convenient time.

Timetable of Lessons

Morning lessons will take place between 9:00am and 12:30pm with the class teacher.

Pupils will be able to access the lesson links directly through their Microsoft Teams calendar, where the scheduled sessions will appear each day. Teachers may also share the link on the class learning pages to ensure pupils can easily access their lessons.

In the afternoon, pupils who study Arabic A will join their Arabic lessons delivered by the Arabic Department. To support smaller groups and greater interaction, pupils have been divided into two sessions:

- Group 1: 1:00pm – 1:45pm
- Group 2: 2:00pm – 2:45pm

Parents will receive communication confirming which group their child has been assigned to, along with the relevant joining link.

Behaviour and Expectations During Lessons

To ensure lessons run smoothly and remain productive for all pupils, we ask that pupils:

- Join the lesson on time and ready to learn
- Work in a quiet space where possible
- Have basic equipment ready, such as paper and pencils
- Participate respectfully when invited by the teacher
- Use the chat or microphone appropriately

Teachers will manage microphones and participation to maintain a focused learning environment. We ask parents to support by allowing the sessions to remain a teacher–pupil learning space wherever possible.

Accessing Lesson Recordings

All live lessons will be recorded as they take place.

These recordings will then be uploaded to the learning pages each day, allowing pupils who are unable to attend live sessions to access the teaching and complete the learning at a time that works for their family.



This also allows pupils to revisit explanations or review key learning points if needed.

Online Learning Booklet

Parents will also receive access to our Online Learning Booklet, which provides further support and guidance for families.

This booklet includes:

- Guidance on supporting learning at home
- Information about accessing digital platforms
- Links to the e-learning section of our school website
- Additional resources to support pupils' learning during this period.

We fully recognise that each household situation is different and that many families are balancing a number of responsibilities at this time. Our aim is to ensure that the learning provision remains structured, accessible and supportive for all pupils.

Thank you for your continued support and partnership during this period.

Mr Will Winton

Head of Primary