



Dear Parent/Carer

This letter contains important information to help you support your child in accessing remote learning throughout the coming weeks. We have made every effort to continue to support pupils in their learning and well-being remotely. Please read the information below carefully and use the email addresses towards the end of the letter if you require further clarification or support.

### **Online Learning roll out – What pupils need to do and when**

Attached with this letter you will find a timetable for your child's online virtual lessons.

**Monday 4<sup>th</sup> January** (Teacher Training Day) – Pupils should use the information below to access their Office 365 account (see helper box below), email account, and find their MS TEAMS Calendar (it will not be populated with lessons yet as teachers need to send invites).

**Tuesday 5<sup>th</sup> January** – Pupils to access MS Teams calendar and join their Year Group welcome and guidance assembly. Your Head of Year and tutor will be present.

On Tuesday pupils will also begin to receive tasks set through SMHW.

**Wednesday 6<sup>th</sup> January** – Pupils access MS Teams calendar and join lessons they are invited to (this should reflect the timetable attached with this letter). When not attending virtual lessons pupils complete SMHW tasks for their subjects.

### **How pupils can access online learning**

Pupils will access online learning in two forms:

- 1) TEAMS online virtual lessons:** Pupils will access "live lessons" via MS Teams. To do this they must log into their MS Office 365 account using their school email and usual school system password. Once logged in pupils can select the Teams icon and their lessons will appear scheduled in the calendar.

#### **Logging In Helper:**

Website: <https://www.office.com/>

Their school Email address is made up of their username for the school computers followed by @waseleyhills.worcs.sch.uk and in most cases this is their first initial followed by their surname.

For example, Adam Smith logs into the school computers with the username ASmith and therefore his Email address would be [ASmith@Waseleyhills.worcs.sch.uk](mailto:ASmith@Waseleyhills.worcs.sch.uk)

Select the MS Teams logo  (located on the left of screen)

Select 'Use the web app instead'

*Watch the "how to" video on the school website, or visit the Microsoft website for more help using Microsoft Teams <https://bit.ly/3n7NzAD>*



- 2) Show My Homework:** In addition to the online virtual lessons all pupils will be set subject tasks via SMHW. These should be completed weekly and will be linked closely to the learning completed in the virtual lessons to extend pupils learning. The tasks will include a quiz or task and should be completed by the end of each full week.

### **Guidance and Expectations**

Pupils attendance to online lessons and weekly SMHW submissions are expected and will be monitored.

By using your school Office 365 account and attending virtual lessons you agree to our ICT User Agreement.

Tips to make online lessons valuable and productive:

- Ensure you join the TEAMS lesson on time using your school Office 365 account (you will not be accepted if you are using an alternative account).
- Mute your microphone (using the microphone icon) immediately and use the chat function to comment (accessed by selecting the speech bubble on the menu).
- Contribute to your lesson when the teacher asked for pupils to respond or share ideas and opinions using the text chat function.
- **Never** – refer to other users in any way or make inappropriate comments. The school's expectations remain the same and you will be removed from the lesson and further disciplinary action taken.

### **What will pupils learn?**

For all Waseley pupils we will be delivering the full school curriculum, with each subject delivering around 50 per cent online lessons and providing supplementary independent work set through Show My Homework.

The only exception to this is PE – rather than typing, watching, or listening, specific active tasks and challenges will be set by the PE department via SMHW. This should encourage pupils to be active and get away from their screens and devices.

### **When will pupils learn?**

You will receive a personalised timetable within the next 48 hours which shows what lessons will be delivered online, following the usual two-week timetable. Lessons will commence on Wednesday 6<sup>th</sup> January, which is a "Week 2" of the timetable. These timetables have to be sent out manually, so we thank you for your patience while this is under way.

Students should check the calendar in Microsoft Teams for the invites to these live lessons, which will show up as meetings. Lessons will last 1 hour and follow the usual timings for our staggered day which have been in place since September 2020.



These are as follows:

Period	Years 7, 8, 12 and 13	Years 9, 10 and 11
1	9 am	9 am
2	10.30 am	10 am
3	11.30 am	11.30 am
4	1 pm	12.30 pm
5	2.20 pm	2.20 pm

**Please note:** due to staff absence, all Geography work in Year 7 and for some groups in Year 8 will be delivered as Remote Learning (SMHW) and there will be no Live Lessons (Teams). Geography lessons in Years 9 and above will continue as per the schedule.

### **Who should I contact for help?**

If you do not have any **access to ICT equipment** at home, and your child is in receipt of Pupil Premium funding, contact Mrs E. Dodds, Assistant Headteacher for Inclusion and DSL ([edodds@waseleyhills.worcs.sch.uk](mailto:edodds@waseleyhills.worcs.sch.uk))

For any support with **usernames or passwords** for school email, Microsoft Teams, Microsoft 365 and Show My Homework, contact Mr N. Reddell, ICT Manager ([nreddell@waseleyhills.worcs.sch.uk](mailto:nreddell@waseleyhills.worcs.sch.uk))

For enquiries about **lesson scheduling** and the remote learning timetable, please contact Mr J. Nelson, Assistant Headteacher for Curriculum & Careers ([jnelson@waseleyhills.worcs.sch.uk](mailto:jnelson@waseleyhills.worcs.sch.uk))

For questions about **specific learning tasks** set, please contact the member of staff who has set the work in the first instance. Please send an email to [office@waseleyhills.worcs.sch.uk](mailto:office@waseleyhills.worcs.sch.uk) indicating which teacher the message is for if you do not have a teacher email address.

If you have further queries about accessing online lessons, the work set, would like to provide feedback on the remote learning programme, or for **any other enquiries**, please contact Mr N. Baker, Assistant Headteacher for Teaching & Learning ([nbaker@waseleyhills.worcs.sch.uk](mailto:nbaker@waseleyhills.worcs.sch.uk))

Please note that a separate letter with further information for parents of students in years 11 and 13 will be sent in the next few days.

I take this opportunity to thank all parents, guardians, staff and most importantly pupils for ensuring learning continues here at Waseley Hills High School. We may not be together physically but we continue to be available to offer our support and guidance should you need it. As a community we will continue to support each other and ensure our young people continue to develop and grow, even in these challenging times.

Aspire – Invest – Respect.

Kindest Regards,

Mr N. Baker

Assistant Headteacher – Teaching and Learning

Headteacher: Mr. A. Roll

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