Update Letter – 15th January, 2020

Dear Students, Parents and Carers

I hope that this letter finds you all well. It's been another busy week online and in school. We are so grateful for all your hard work in making home-learning work … and in particular, thank you for grappling with the technology! I think we're all on a steep learning curve with that!

Remote Learning for all … it's not an option!
Please remember that there are very different expectations from the Government this time around with online learning. They are expecting ALL students to take part in the online learning provided by their school. We have to provide remote learning which mirrors our normal curriculum. The DfE states: when teaching pupils remotely, we expect schools to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:
- primary [for us, that is Year 5 & 6]: 3 hours a day, on average, across the school cohort
- secondary [for us, that is Years 7 & 8]: 4 hours a day, with more for pupils working towards formal qualifications this year
- provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos
- have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern
- gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding

Our provision is a blended approach with a mix of 'live' lessons/catch-ups, video lessons and more traditional tasks. As I have mentioned in previous letters, we believe this is the right approach and it allows families to have some flexibility in how they organise the day. What is important is that students stick to their timetable for the day and that they do the required amount work. We are providing 5 lessons' worth of work per day and students need to complete the work set. Unlike in the previous lockdown, there is an expectation that all students keep up with the work and they will fall behind if they do not engage. We will support all students to be able to do this work – please get in touch if you need any help accessing the work. For support with passwords, please use the dedicated email address: helpit@holywellschool.co.uk. There is also the following webpage with school logins for doodle maths, kerboodle, ttrockstars, mymaths etc - http://www.holywellit.com/passwords.html.

We will be following up on students who do not access Satchel One/Show My Homework and who do not regularly complete the work set. This is mainly for students who are not engaging at all and from whom we have had no contact. If something gets in the way of the work being done, please contact us.

Our main platform for contact is Satchel One/Show My Homework. The online helpdesk has lots of 'How to' guides and the most frequent request so far has been about how to send messages – have a look at this help-page:
https://help.satchelone.com/en/articles/2911863-leaving-comments-for-your-teachers

The next 'frequently-asked question' has been about how to attach documents:
https://help.satchelone.com/en/articles/2912000-submitting-my-work-online

The third question has been about accessing Microsoft Office and specific programmes which would enable students to submit work directly rather than taking pictures or scanning them. Unfortunately, unlike some other local schools, we don't have a Microsoft 365 license. We are, however, a Google G-Suite School and our IT Support Team have a suggested solution via Google:

A guide to Google Docs, Slides and Sheets
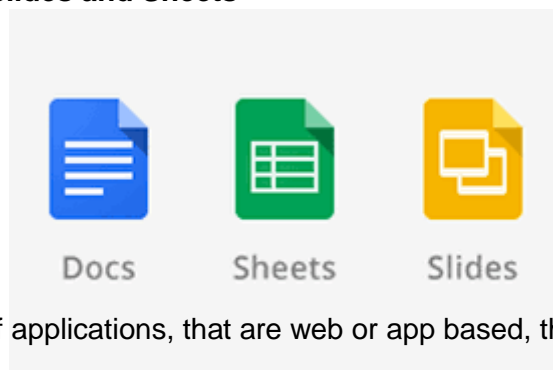
Google has its own range of applications, that are web or app based, that are alternatives for Microsoft Office.

Google Docs is the alternative to Microsoft Word

Google Sheets is the alternative to Microsoft Excel

Google Slides is the alternative to Microsoft Powerpoint

They are all very similar to use, and Google can use and save the same formats that Microsoft Office uses.

These apps can be downloaded on your devices via the App Store or Google Play Store.
They can also be accessed via your web browser on your laptop/computer by visiting
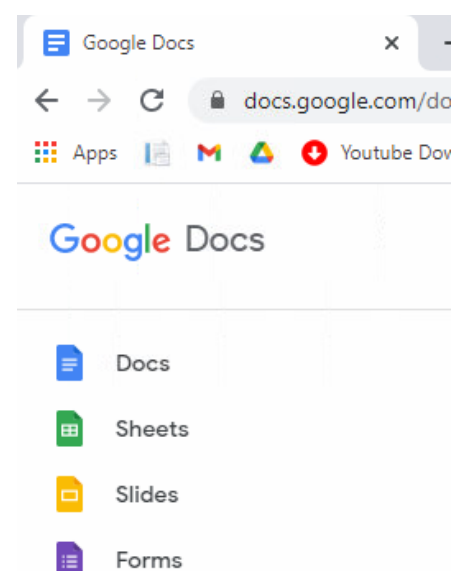http://docs.google.com

When visiting that link, if prompted, you will need to sign in or create a free google account to use these apps, please follow on screen instructions.
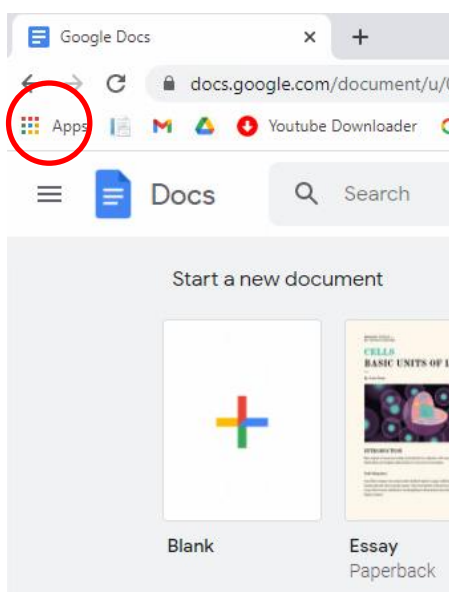
Open the app menu which is circled in red. You can now select what app you would like to use.
These apps use a near identical menu as their Microsoft equivalents so should be easy to get used to.

Zoom

Thank you for persevering with lost links, access issues and for helping to sort Zoom protocols such as having cameras on and student names showing. Please note the following:

Students will not be allowed entry unless they login with the correct full name. We need to know who we are letting into the meeting! To change your name, right click on the screen image. Choose 'Rename' and enter the alternative name OR Click on the name displayed. You will see the same menu as above. Choose 'Rename' and enter the alternative name

This is how to change your name while in the waiting room: You will need your meeting ID and Passcode OR the web-link. Leave the meeting (by clicking cross in top righthand corner). You will then be able to re-join. Click on the Zoom icon on your desktop. Follow the joining instructions from there, remembering to type your full name.

Students need to have their camera on (so we know who we are letting in!) and keep the camera on throughout the meeting. Only in exceptional circumstances and with prior arrangement with the teacher/Head of key Stage or a member of the Senior Leadership Team will students be allowed into a Zoom meeting without a camera.

The meeting will be recorded and chat content saved. We don't want students getting themselves into trouble!

Mobile phones must not be used throughout the Zoom session. We know students are 'attached' to their phones, however, due to safeguarding reasons, images or videos must not be taken of Zoom calls no should images or videos be shared on social media.

Usual classroom behaviour and classroom expectations are in place at all times. Show respect for everyone. Anyone not showing such respect will be removed from the Zoom lesson.

BUT MOST IMPORTANTLY REMEMBER TO HAVE FUN JOINING IN! For that students will need a **PEN and PAPER and their mini whiteboards.**

As we are using Zoom more regularly, we have also discovered a few things to help make the experience better.

Zoom Tips
1. Make sure your device has a microphone and a camera.
2. Microphone / audio: When you enter the meeting, you will be asked if you want to 'Join with computer audio' – click on this to use the computer audio if you are using a laptop. You will need to plug in a microphone or use a headset with microphone, if you are on a desktop.
3. When the teacher is sharing slides use the side-by-side mode. This can be accessed when the screen is shared by clicking on the 'View Options bar at the top of the screen:
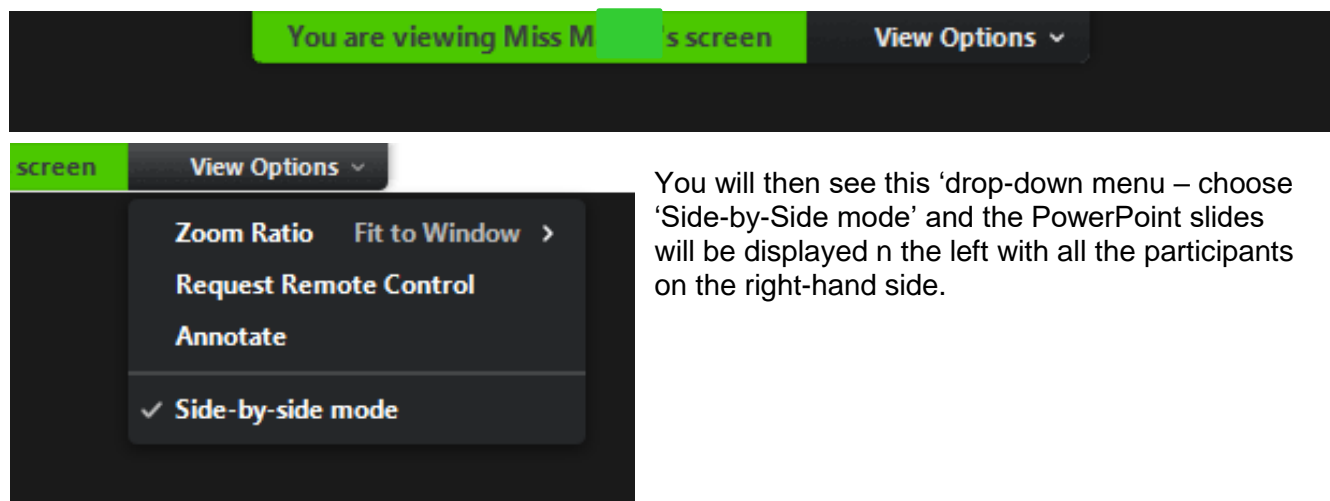

You will then see this 'drop-down menu – choose 'Side-by-Side mode' and the PowerPoint slides will be displayed n the left with all the participants on the right-hand side.

4. The control bar is at the bottom of the screen. Hover the cursor at the bottom and it wlll appear. Floating buttons
5. At the bottom or the top of the screen you will see the following buttons:

Mute	Stop Video			Security	Participants	Chat	Share Screen	Record	Breakout Rooms	Reactions
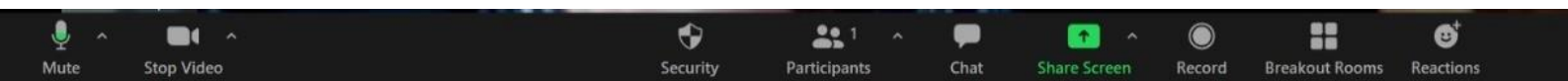
     a. Mute
     b. Stop Video
     c. Participants
     d. Chat
     e. Share Screen
   f. Record
     g. Reactions
   End (that's obvious!) and anything else which has been added.
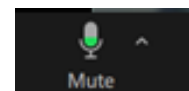
This enables you to mute and unmute yourself if the teacher has enabled this.
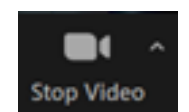
This enables you to turn on the camera, add in a virtual background. If using a virtual background, check the 'Mirror my video' option if you want to use this feature … otherwise you shift in and out of the image you've chosen as a background. Please do not change these during the session.
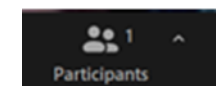
This shows the participants in the meeting. It is mainly used by the host.
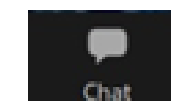
This button enables a chat function. This appears in the right-hand side of the screen. Teachers may enable the 'chat' function for limited sections of the session so students can contribute answers to be seen by the teacher. In school Zoom sessions, this will either be turned off or visible just to the teacher (host). Please note, comments are recorded too – so students must not write anything offensive or indeed anything they would not be happy for parents to read.
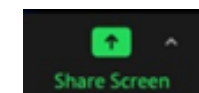
This button enables the teacher (or the student) to share whatever is on the screen – so we can share PowerPoint presentation. If students are asked to share a PowerPoint (eg. if they are sharing a homework task), please ensure that email screens (or other documents which you do not want participants to see) are not left open on your desktop. There are several quirky things we have discovered about this feature:
- The menu bar appears at the top of the screen – you can move it by left clicking on the grey bar (this is helpful because then you can move it around and see the whole of the slide!)
- When sharing a PowerPoint, to advance the slides click on the PowerPoint slide as normal once it's in SlideShow mode or use a 'clicker'.
- When sharing a video on a PowerPoint slide, you need to check the 'Share Computer Sound' box at the bottom of the screen.
- When sharing a video on a PowerPoint presentation, set it to play automatically in the PowerPoint presentation and it will start automatically. If you do anything else while this is playing (eg. let in other participants, chat, etc) the video will freeze and you will have to click on the screen for it to re-start.
- You can see participants as floating boxes – you can choose the format of this by choosing the individual, pair or group option.
- Do not click the 'optimise' option at the bottom of the Share screen as this results in grey boxes on the recipients' screens when you open chat boxes, etc.
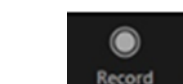
Rather obvious! This will record the session. Only the host can record the session.
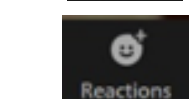
This enables participants to give a 'thumbs up', 'clap', etc.

Please note that when English/Maths teachers are teaching in school, they will not be able to do Zoom lessons with students at home too. Work will still be provided and they will still be available to message for support. Staff might be able to schedule a brief catch-up during that week and they will let students know when they are teaching in school.

Parents' Evenings
Next week sees the first of our virtual Parents' evenings. Year 5 parents can book appointments for Wednesday, 20th January or Thursday 21st January. There are still lots of families who need to book appointments - bookings close on Tuesday so staff can prepare as they may not be in school. Here's the link – it's really easy to use: https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call. Look out for details for Years 6, 7 and 8 later in the term.

Challenge of the Day
We launched our random 'Challenge of the Day' on Tuesday with a baking challenge. I tried some 'little cakes' this time –>

Evie created this amazing chocolate cake ->

Freya made a Victoria sponge ->

Mrs Manning made this amazing cake for another member of staff's birthday. <- Can you guess which member of staff it is from the clues? (The member of staff is a teacher …main clue is bottom left).

The next 'Challenge of the day' is one which Mrs Hyman set for her Drama Option group – the challenge was to **re-create a famous film poster** using whatever could be found at home. Here are some of Alex's excellent 'interpretations – how many can you guess and what can you create? (email any photos to 'challengeoftheday@holywellschool.co.uk)
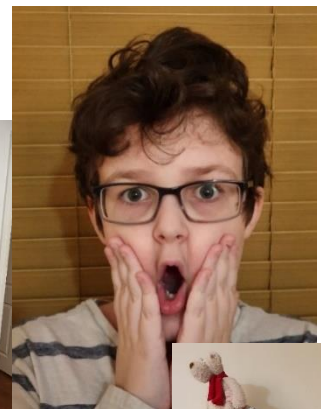
Value of the Month and a virtual Assembly

Our value of the month is Respect for all. I explored what this might look like in practice – particularly when working at home during our virtual assembly today. The assembly also looked at the continuation of the Christmas story and having respect for advice … be this God's advice or the current medical advice re: Coronavirus! You can watch the assembly via the following link:

https://drive.google.com/file/d/1X2jj3a5_IKT1KLROA_XqmewWNUPc6_MQ/view?usp=sharing

Thank you once again for all your patience, hard work and support. Stay safe and have a good weekend.

Mr Simpson