



Date: Saturday 2nd January 2021

FOR PARENTS OF ALL YEARS RE: Distance Learning

Dear Parent/Guardian,

I am writing to you to confirm the arrangements for accessing schoolwork during the staggered return to school that commences on Monday 4th January 2021.

For years 11 & 13	Week Commencing Monday 4 th January – All lessons set through Satchel One
	Week Commencing Monday 11 th January – Return to school for face-to-face teaching.
	<i>External examinations for years 10, 11 & 13 will go ahead as planned.</i>
For all other year groups	Week commencing Monday 4 th January – All lessons set through Satchel One with pupils returning to school for face-to-face teaching on Monday 18 th January.

During this period students will access their work through the Satchel One (Show My Homework app). This is the school's main method for sharing distance learning. However, where practical the school will make use of Microsoft Teams to support this and offer a live element to teaching.

There are resources available on the school website to support distance learning that can be found in the Learning Zone Section <http://www.oldburywells.com/parent-information/learning-zone-online-safety>. However, if you require any further assistance please do not hesitate to contact the school.

General enquires should be sent to the following email address school@oldburywells.com
ICT based enquires should be sent to ows.icttechs@oldburywells.com

I have collated some frequently asked questions to ensure that this period of distance learning is successful. If you wish to view the full distance learning policy this is available on the school website and also includes a list of contact details www.oldburywells.com A student guide is also attached to this letter.

How often will the work be set?

Teachers will continue to set work through the Satchel One app for all timetabled lessons. Pupils will receive 5 lessons of work per day to reflect their timetable. These will be visible in Satchel One as classwork. Lessons will last for 50 minutes within that slot allowing pupils time to upload work and take any short breaks to make any adjustments for increased screen time.

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CEO: Mrs Sarah Godden
 T: 01746 760509
 c/o: Oldbury Wells School

Headteacher: Mr Lee Tristham
 Oldbury Wells, Bridgnorth
 Shropshire, WV16 5JD
 01746 765454
school@oldburywells.com



Will teachers continue to follow the curriculum and normal lessons?

In the majority of cases teacher will adapt lessons to carry on as normal and follow the detailed schemes of work that exist in school. Therefore, on a successful return to school, students will be able to carry on with their normal learning journey. However, in some more practical subjects this may not be possible, but work will be set that is relevant and again prepares students for any future learning. As a result of this it is important that pupils fully engage in the work that is set.

Will teachers be contactable?

Yes – Pupils can contact teachers through the Satchel One app messaging facility. Please remember that teachers are delivering lessons to other year groups so there may be a delay. However, there is an expectation that teachers are fully contactable during the normal timetabled lesson. Therefore, it is important that students aim to stick to the normal timetable to receive the best possible support and guidance.

Is there a live element to lessons?

Yes – As teachers are contactable during timetabled lessons, they will be offering live elements to lessons through Microsoft Teams. For example, this means that a teacher may explain or model a task through Teams and then be contactable (live) in the background for any further questions – just as they would in a lesson. The code of conduct and guide sheet for setting up teams can be found [here](#)

How will teachers mark work?

Teachers will continue to follow the school's assessment policy and mark work with the usual frequency and format of feedback. Where teachers give feedback to students this will be visible in the Satchel One app. Teachers may ask pupils to record this in their exercise books.

How do students submit work?

Students will submit any work through the Satchel One app. The easiest way to do this is to upload it to the app. Full supporting instructions can be found [here](#).

To ensure teachers can see how well students are doing and to track engagement pupils are required to upload evidence of work after each lesson. This can be as simple as taking a picture of the completed work and uploading to Satchel One through the app.

How as a parent/guardian can I see the work that has been set?

As a parent/guardian you can access the work and monitor its completion by downloading the Satchel One app. If you need a reminder of your login details, then please contact the school and we can issue you with a secure pin allowing you to see the work set and any feedback. school@oldburywells.com.

What should I do if my son/daughter is having IT problems accessing the work?

There are support resources that will guide pupils through in the learning Zone on the school website. Please click [here](#)

These should be read carefully in the first instance, but if you require IT support – please contact the school ows.icctechs@oldburywells.com and we will do our best to get you back on track.

What is the best way to support my child? (Please [click here](#) for further guidance)

It is best that students stick to their normal timetabled routine, allowing them to make the return to school as easy as possible, but to also receive the live element and support from their teachers. A copy of the pupil's timetable is available through the Satchel One app. The times of the lessons are as follows:

Lessons will last for 50 minutes within this allocated slot. The final ten minutes should be used for a break from the screen and ensuring any work is uploaded to Satchel One.

Period	Information	Start Time	End Time
1		8.50	9.50
2	<i>Please note breaks occur during this period.</i>	9.55	11.10
	Break Yr 9 & 12	9.55	10.10
	Break Yr 7 & 10	10.25	10.40
	Break Yr 8 & 11	10.55	11.10
3		11.15	12.15
4	<i>Please note that lunch break occurs during this period.</i>	12.20	13.50
	Lunch Yr 7 & 12	12.20	12.50
	Lunch Yr 8 & 10	12.50	13.20
	Lunch Yr 9 & 11	13.20	13.50
5		13.55	15.05*

*Note staggered end to the day as per normal timetable.

What should I do if I need IT access?

There is no expectation that all work needs to be completed on a computer. In some instances, this can slow the learning down. However, the software that the school has selected can be used on a phone, tablet or any computer.

The best way to work is to access the set work through the Satchel One app and any live elements through Microsoft Teams. Complete the work in your normal exercise book and simply take a picture at the end of the session and upload this to the teacher.

The DFE have allocated the school with a limited number of devices to support distance learning. If you wish to be considered to borrow one of these devices or may need a wireless router to allow access to the internet, please contact myself directly scott.wycherley@oldburywells.com and I will see if I can assist you. Please remember this is not guaranteed and any loaning of equipment will be based upon need and circumstance.

If you require any assistance throughout this period of distance learning please do not hesitate to contact the school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Wycherley'.

Scott Wycherley
Deputy Headteacher



A students guide to distance learning

How do I access the work?

All distance learning work set as classwork on Satchel One as per your school timetable.

You must access all work from here.



To support your work teachers will be available through Microsoft Teams to introduce new content, explain tasks or simply answer any questions you may have.

You will find invites in your school email or in the calendar section of Microsoft Teams.

Top Tips

1.



Be organised

Find somewhere to work – remove those distractions and ensure you follow your school timetabled lessons.



2.



Keep it simple

You do not need to use a computer to complete all your tasks. Complete the work in your book and upload a picture in the Satchel one app.



3.



Struggling to access work

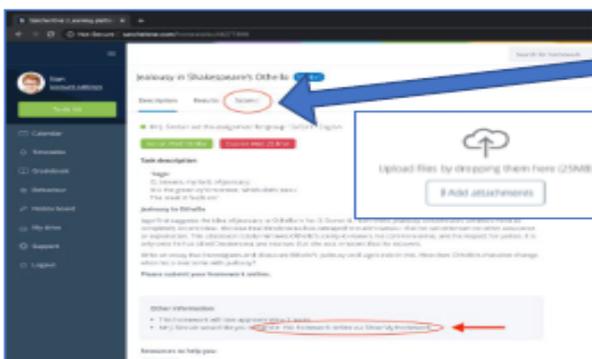
Visit the school website – Learning Zone for how to guides.

<http://twc-cms2.azurewebsites.net/parent-information/learning-zone-online-safety>

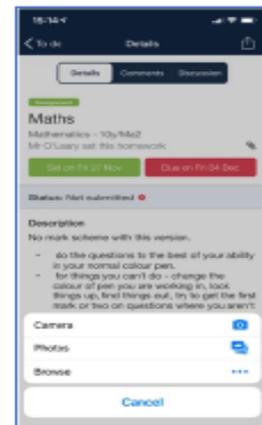
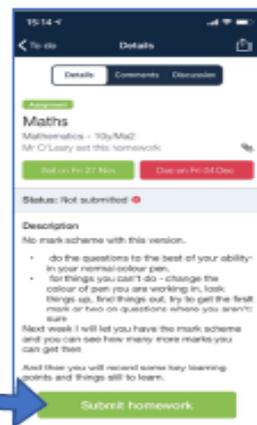


What do I do once I have completed the work?

You must upload your work at the end of each lesson – so your teacher can plan future lessons based on your progress.



If you have used a computer – Go to submit and attach your work on the task description



If you have worked in your book – Take a clear photo on your phone or tablet – Go to submit and attach your work on the task description

More Top Tips

1.

Remember you have an office 365 account in school.

This allows you to download all the Microsoft software for FREE!

2.

Keep yourself safe online and act responsibly

Only your teacher can contact you through Satchel One, and Teams.

3.

If you are struggling with the work – let us know

Contact the school if you need help with the work, IT queries or wish to borrow any equipment.