



Henniker Road, Bolton BL3 3TP

Telephone: 01204 333595

Email: office@heathfield.bolton.sch.uk

Headteacher: Mr. M. D Thornley BSC (Hons)

Thursday 17th September

RE: HOME LEARNING

Dear Parent/Carer,

We have been looking at ways to improve the quality of our existing offer and have a strong contingency plan in place for remote education provision for those children who are isolating. The government has outlined for individuals or groups of self-isolating pupils, remote education plans should be in place.

The remote education we will provide will ensure a curriculum sequence that allows access to high-quality online and offline resources that are linked to our school's curriculum expectations. Children and parents in Early Years have access to Tapestry and many parents are already using this on a daily basis. KS1 and KS2 parents will have access to Microsoft Teams tools and this will be consistently used across the school in order to allow interaction, assessment and feedback. We will also provide printed resources for children who do not have suitable online access or require specific alternatives as a result of a special educational need. Through using Microsoft Teams, teachers will be able to set assignments so that children have meaningful and ambitious work each day in a number of different subjects, and gauge how well children are progressing through the curriculum, using questions and providing regular feedback.

School will be providing two forms of remote learning; blended offer (a child is isolating) and class bubble remote learning (if a class member has tested positive). Where a class bubble is isolating, the class teacher will provide the education. Teachers will upload videos and add assignments every day for children to complete. Regular feedback will also be provided throughout the day.

Mrs. Neary will be overseeing our blended learning offer. She will also upload daily assignments and provide regular feedback to children and parents. **Engagement in home learning is compulsory in order to ensure that learning time is not lost.** In addition to the remote learning that we will be providing, Mrs Neary will also be making calls once a week to talk through any work set or check on children's progress. Her phone calls will insist on engagement with remote learning.

We have attached additional information for how to log into Microsoft Teams and access the daily assignments. Where tech support is needed, Mr Wyatt will be available to support parents with this. Please email parents@heathfield.bolton.sch.uk if you require further support.

GETTING STARTED WITH MICROSOFT TEAMS

At *Heathfield* we are using *Microsoft Teams* as a way to provide teaching and learning for children who cannot attend school in person. We are also providing homework and other at-home tasks using this service. *Teams* is an excellent tool that enables children to receive assignments, hand in work and access feedback from their teachers.

This guide will provide all the information you should need to log in to *Microsoft Teams* and access your child's assignments. If you require any further support, please do not hesitate to ask at the office or email parents@heathfield.bolton.sch.uk.

You can access *Microsoft Teams* through your web browser at teams.microsoft.com

You can also download the *Teams* app by visiting your tablet or phone's app store and searching for "Microsoft Teams".



To log in to *Teams*, use the same username you would use for *Purple Mash* but add "@heathfield.bolton.sch.uk" on to the end. For example, if your *Purple Mash* username was "9992013ZX", your *Teams* username would be "9992013ZX@heathfield.bolton.sch.uk".

Both your *Purple Mash* and your *Microsoft Teams* passwords are the same.

Once logged in, you should see your class "Team". Click it to view the chat channels where you can talk with your teacher and other classmates.



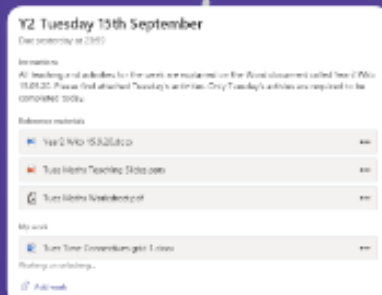
For assigned work, head to the "Assignments" section. Here you should see all the work your teacher has assigned for you to complete.



In an assignment, the teacher will include all the instructions needed to complete the work. They will also attach "Reference materials" to help you. These could be lesson plans, Powerpoint presentations, videos or more.

They might also attach a worksheet under the "My work" section for you to fill out and save. If not, you can attach your work to the assignment with the "Add work" button. If you have written your work out on paper, you could attach a picture of it here. If digital, attach the saved document. You can attach more than one piece of work.

All done? Press the blue "Hand In" button to send it to your teacher!



Check back on Teams later for feedback from your teachers!



parents@heathfield.bolton.sch.uk

01204 333595

