



Our Ref. LRE/CTA

9th November 2020

Dear Parent/Carer,

Re. Remote Learning

I would like to take this opportunity to remind you of our remote learning policy to support your child to access their full curriculum whilst they are in isolation.

It is our policy that students will follow their usual school timetable when they are working from home. Daily they should complete work for the five lessons that they would have had if they were in school.

All students have been registered with Microsoft Teams and have been put into their correct class groups.

Your child should log into Teams. This can be done using the drop down menu on the College website: www.aschc.com.

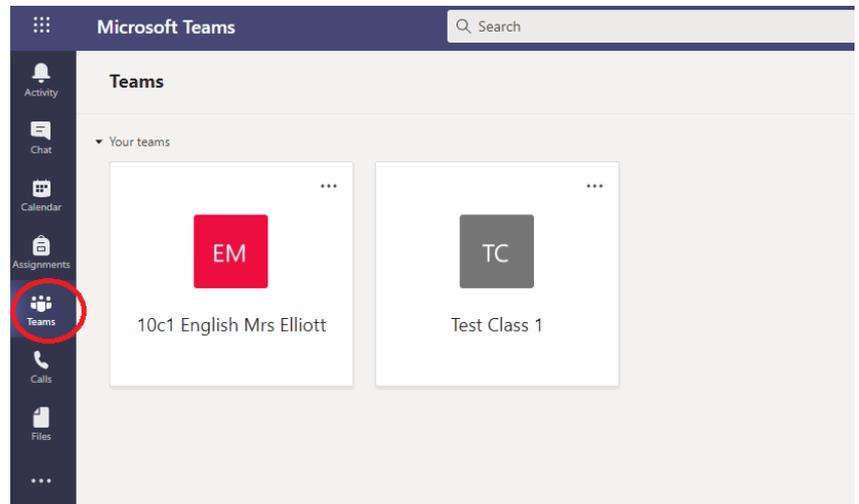
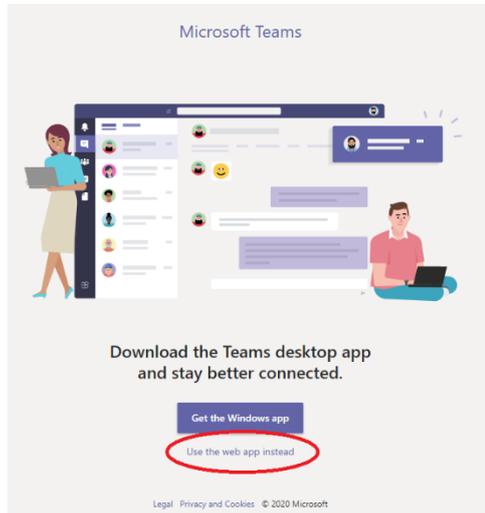
The screenshot shows the website's navigation bar with a red background. The 'Links' dropdown menu is open, listing various services. 'Teams' is circled in red. Below the navigation is a large blue banner with the text 'COVID-19 Student Attendance Guidance' and a red button that says 'Find out more'.

The screenshot shows the Microsoft sign-in interface. It includes the Microsoft logo, the text 'Sign in', and a text input field containing 'pupil@aschc.com'. Below the input field are links for 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom are 'Back' and 'Next' buttons.

To log into Teams, your child should use their normal school log in followed by “@aschc.com” and the password is the same as they use in school.



Once logged in you can choose to use the web version or download and install the Windows application.



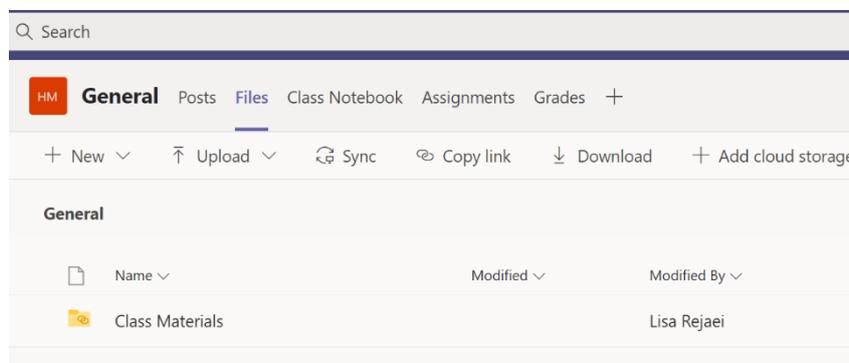
When your child has logged in, they will be able to access all of their class work.

Click on the Teams icon on the left-hand side and this will bring up all of your child's classes.

Click on the class group and you will be taken to the Teams page for that class.

All classwork has currently been set in Files, Class Materials.

Teachers have uploaded the lesson PowerPoint for students to work through, exactly as they would if there were in the classroom. Your child should read through each slide on the PowerPoint and complete the tasks they are directed to. Additional worksheets will be uploaded when required.



I undertook a survey of all Year 10 students on their return to school to understand their experiences of using Teams at home.

Some students noted that they had found it difficult to find their classwork, this is because they



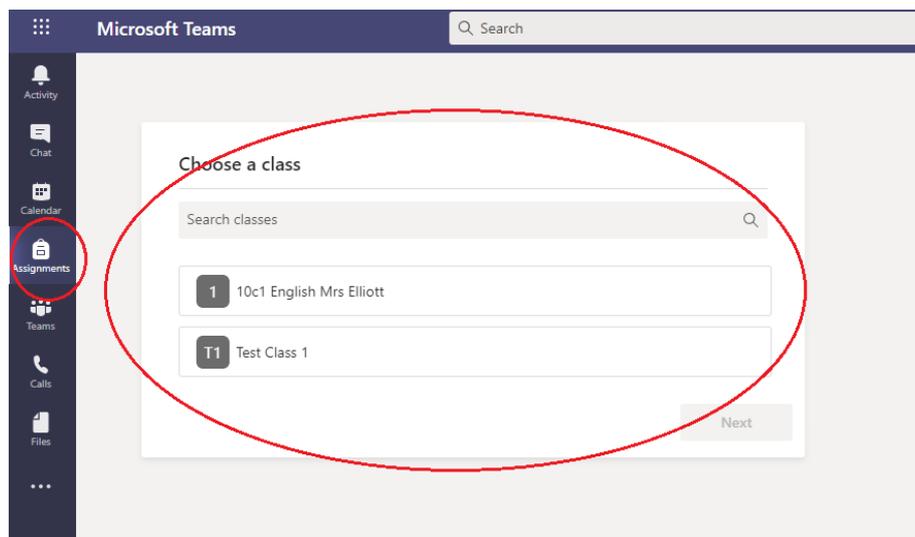
had been looking in the assignments area, rather than class materials.

We are, therefore, asking all of our staff to change how they set their class work during a period of two-week isolation.

From Wednesday 11th November, all staff will set class work as an assignment when the whole year group is out of school.

This means that it will be flagged as a learning activity to your child in the 'Activity' window. It also means that the class teacher will be able to easily identify when students are viewing and completing their learning activities.

Feedback identifying how students can make progress will be provided at least once over the two weeks of absence.



If you have any further queries regarding remote learning, please do not hesitate to contact me via office@aschc.com.

If you require ICT support to log into teams/access work, please contact our ICT support staff via the school telephone number, 01484 426466, or send an email for the attention of 'ICT support' to office@aschc.com.

Yours sincerely

Mrs Rejaei
Assistant Principal – Teaching & Learning