19 June 2020

Dear Parent/Carer

Following our earlier communication on Tuesday 16th June, I am now writing to give further detail about how we are looking to evolve our model of "on demand" resources to continue to support your child's learning, based on the feedback we have received and the best educational evidence available.

'On demand' learning ensures that students can access lessons with a higher level of student and staff interaction, at a time that is most convenient for them and your family. We know this is essential, especially where students have limited access to technology, or where they are sharing a device between a number of siblings or family members. These lessons will increasingly use methods such as narrated Power Points or video. Students will be set a task and at certain points on that task there will be recorded video explanation and teaching from their teacher. We will also be making increased use of Microsoft Teams as the platform on which staff share work with students.

There are several advantages for students using Microsoft Teams compared to the current online platform:
- Each class that a student is a member of can be set up as a 'Team'. This means all the assignments and resources for that subject and that class are in one place.
- Students can clearly see the tasks they have been set and the dates these are due, in the assignments section of their Team.
- Students can easily submit work in a variety of formats including Word documents and Power Point files. Photographs can be used if they prefer to complete work in hand written format. These are uploaded and submitted through the assignments section of each Team.
- Students can receive feedback from staff through the assignments section of each Team.

To enable further training for students and staff, the timeline we are working towards is as follows:

- Starting on Monday 22 June Year 10 and Year 12 learning will be issued through the Microsoft Teams platform. An increasing number of departments will be making use of more interactive teaching methods, including PowerPoint narration and video content. We are also exploring the live chat function on Microsoft Teams as a way to interact.
- From Monday 6 July learning for all year groups will be set using the Microsoft Teams platform.

As we have said previously, with so much continuing uncertainty about how schools will look in September, this approach gives the flexibility that students will need. Should the government's guidelines in September mean that not all students are on site at one time, they will have access to a high quality hybrid curriculum of on demand online and face to face learning. And once all students are back in school together, we will have a permanent library of recordings which will form a crucial part of our catch up and revision programmes for students.

Please find attached with this letter more detailed instructions on how students access Microsoft Teams. If students encounter any technical issues they should email it@helpdesk.southhunsley.org.uk

For those who continue to require resources in paper packs, we will of course continue to make these available in the same way so that students are not disadvantaged. We will also be in contact with you in the coming days to see how we can provide further support.

As ever, thank you again for you continued support.

With very best wishes.

Jonny Uttley
CEO

A students guide to:

USING MICROSOFT TEAMS

Teams is a way that teachers can share work with you. It also allows you to submit work to your teachers for feedback. You can access it in a web browser, or by downloading the app on your computer, smartphone or tablet.
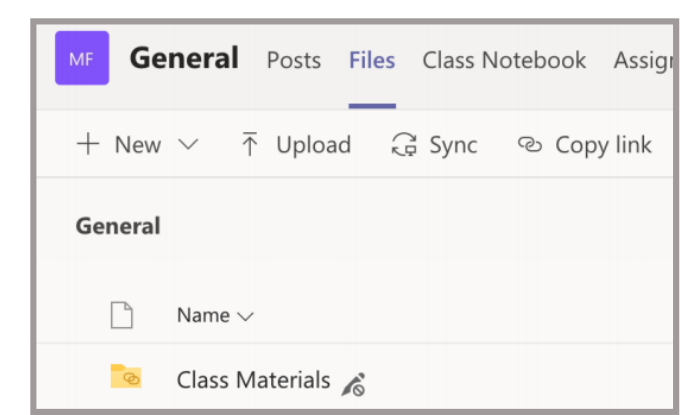
How do I log in?

1. Download the app or go to teams.microsoft.com in a browser.

2. Your username is your school computer username, followed by '@southhunsley.org.uk'. So, someone with the username at school of '14st2345' would have this email/username for Teams: 14st2345@southhunsley.org.uk

3. Your password is the same password you use to log into school computers.

4. Once logged in, you should see all of your classes that are using Teams. Click on one to go to that class' resources.

How do I access assignments ?

Assignments are the tasks that will be sent to your teachers for feedback.

To access an assignment on Teams, click on the 'Assignments' tab. From here you will see the instructions for the assignment and the deadline.
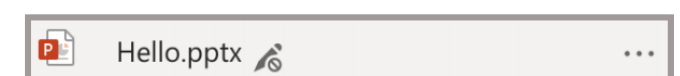

How do I access any files?

At the top of the class' page, you have different buttons to access the different areas of the Team.

If you click on 'Files, this will allow you to access any Word/Powerpoint documents, or any other resources that have been uploaded for your class.
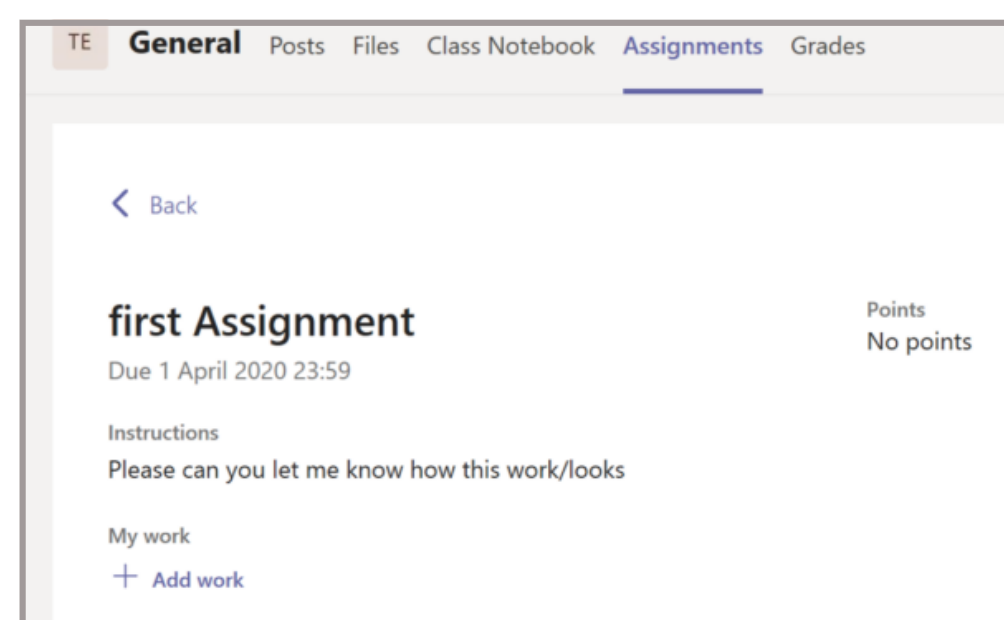

Click on the three dots next to a document for the option to download.

Help & Support

If you need support with accessing Microsoft Teams, or with the work for a certain subject, just email that subject's support email.

These addresses are on the online platform.

How do I submit my work?

Click on '+ Add work' to upload your assignment. You can upload photos or documents from your computer/device

by clicking 'Upload from this device'. Once you have uploaded your work click the 'Hand in' button so that your teacher can view your work and give feedback.

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