



ST MARGARET WARD CATHOLIC ACADEMY



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03B/RemoteLearning/EL/LB

15th December 2021

Dear Parent/Carer

Earlier this week, you will have received a [letter](#) regarding arrangements for testing of students and the phased return to face to face teaching from Tuesday 4th January 2022. I am writing to give you some more detail regarding how we can work together to ensure that your child can confidently access their education remotely during this time. Whilst we don't expect school closures next term, we think it is sensible to take this opportunity to refresh everyone on how to use of Teams from home to ensure all students are able to access learning from home in the event that this situation changes. All students will be expected to follow their normal timetable and engage with remote learning from 8.45 am until 3.00 pm every day. Every lesson will appear on students' Teams calendar. Once students are in the remote lesson, the teacher will take a register and either:

- Continue to deliver a live lesson for the entire lesson
- Deliver a pre-recorded lesson, and be available in the chat to support students and answer any questions
- Set students some work for the rest of the lesson, and be available in the chat to support students and answer any questions.

Whilst many students have continued to use Teams over the past few months to support them with their learning, we recognise that some students may need a refresher on how they can access their work and continue to engage with their education at home.

I would like to point you in the direction of two videos which will support your child to access and engage with remote learning.

- An introduction to using Teams for students: [Student Guide to Teams - YouTube](#).
- A guide to using Teams – 2021 update: [Guide to Teams - 2021 Update - YouTube](#). This video answers frequently asked questions that have arisen when speaking with students and families over the past few months regarding accessing work on Teams.
- The above videos and further information can be found on the Remote Learning section of our school website: [Microsoft Teams and Remote Learning | St Margaret Ward Catholic Academy](#).

Should students face any difficulties accessing their work from Tuesday 4th January, they can e-mail techsupport@smwca.org.uk, who will support them to resolve the issue. Where possible, they should email from their school email address. If a password reset is required, please email from a parent or guardian's email address that is already known to the school - for example, the email address that you put on school contact forms.

If for any reason a student cannot use the chat function to talk to a teacher, they can email any teacher using their SMWCA email online. This is explained in the last minute of the video "A guide to using Teams – 2021 update".

During this period of remote learning, please can I ask that you encourage your child to take screen breaks wherever possible throughout the day for their own health and wellbeing. For example, in between lessons and during break times,

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students could be encouraged to stretch their legs, get some fresh air and grab a healthy snack to keep them fuelled and focused.

This is only for a limited time while we stagger the return to school in January to allow for testing to take place safely. We expect face to face teaching to recommence in line with the schedule on the previous letter. By Friday 7th January all students should be back in school.

Thank you once again for the continued support you are giving to your child and to the school. If you have any questions about remote learning, please do not hesitate to get in touch.

Yours faithfully



Mrs E Laney
Assistant Principal

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