



Wakefield Road, Horbury, Wakefield
West Yorkshire
WF4 5HE

October 2020

01924 282740
enquiries@horbury.accordmat.org
horbury.accordmat.org

Principal: Mrs N Walker

Parent information: Remote Learning and Homework within Horbury Academy Introduction of SharePoint and Microsoft Teams to support remote learning

What is remote learning?

At Horbury Academy our remote learning strategy aims to facilitate home learning and provide additional opportunities for support and collaboration. To do this, the academy has introduced a range of digital tools that pupils can access at home, therefore, extending the opportunities to learn beyond the boundaries of the classroom and the school day.

How can my child access remote learning?

All pupils at Horbury Academy have access to Microsoft Teams and other web applications by logging in to Microsoft SharePoint using their school email and password. All pupils have also been assigned to a 'Class Team' for each of their subjects and all of their teachers. Effectively this a virtual classroom, Microsoft Teams allows teachers to share lesson materials, provide guidance and support and deliver live lessons where appropriate. Microsoft Teams also provides a secure and easy way for pupils to submit work to their teachers and receive feedback through submitting assignments that may have been set.

Through SharePoint, pupils have access to a range of web apps including Microsoft Word, Excel and PowerPoint. Pupils can access these apps through a web browser on any desktop, laptop or tablet computer without having Microsoft Office installed. When logged into SharePoint on a computer or via the free mobile app, pupils can also access their school email account, the school calendar, pupil news briefings and other useful online resources.

As a member of a virtual class, pupils have the opportunity to review learning and revise, ask teachers for support or clarification on homework, complete pre-learning tasks, also known as 'flipped learning', and access any missed work due to a period of absence. It is an expectation that all pupils who are absent from school will access the work set by their teachers via Class Teams, if they have access and are well enough to do so.

All pupils have been given a user guide on how to access and use SharePoint and Microsoft Teams. This user guide can also be found on the academy website under Student Links. There is also a link to this user guide on the Student Home page. However, should your child have any technical issues when getting started and logged on, which cannot be answered in the user guide, please email techsupport@accordmat.org

Does the academy still use the Show My Homework App?

Previously, the academy used Show My Homework to facilitate home learning. As part of its long-term plans to develop the quality of remote learning and to avoid confusion, all classwork and homework will now be delivered through Microsoft Teams. Homework will no longer be recorded on the Show My Homework app. All homework will be posted to Class Teams and pupils will continue to record homework tasks in their school planner, which should be checked and signed by parents each week.

In a drive to promote student independence within home learning, we also strongly suggest that students download the free Microsoft Teams and SharePoint Apps to their personal devices to ensure that they are able to receive notifications about work being set and also keep up to date with the latest news from the Academy within SharePoint.



Microsoft SharePoint
Productivity
★★★★☆ 14K



Microsoft Teams
Hub for teamwork
★★★★★ 247K

What other online tools are used to support learning?

Across the Academy subject teams also use a range of recognised online tools to support learning and complete homework tasks. These subject specific online platforms are additional to the work that is set within Teams and have a wealth of resources and tasks for students to access and complete.

Some of these on-line tools include Hegarty Maths, Educake, GCSE Pod and Oak Academy. The Academy subscribes to these services and pupils all have their own login. These tools are used to support remote learning and provide pupils will access to online videos and tutorials, quizzes, tests and homework activities. Pupils may be directed to these resources by their teachers through the Class Team.

What if my child has to self-isolate due to Covid-19?

Similarly, if your child is directly or indirectly affected by Covid-19, leading to a period of isolation, they should complete the tasks set by their teachers through their Class Teams to ensure they do not fall behind. Your child's teachers regularly check their Class Teams and will provide the necessary support and guidance for pupils who are self-isolating.

All pupils who have been asked to self-isolate by the school, will also be added to pastoral Class Team. This will appear on their list of classes as 'Remote Learning Form Group' with the relevant year group. This Class Team will be led by a member of staff who will hold a regular live session to check-in with pupils who are isolating and to pass on key messages and assemblies. Pupils can also use this Class Team for all aspects of support whilst isolating.

What if my child does not have access to the Internet or a computer?

During normal operations the Academy runs a homework club for pupils in each year group. Pupils are able to attend homework club after school to access IT facilities and complete work in a quiet environment.

If your child does not have access to a computer or tablet device, they can still access SharePoint and Teams via the mobile app. For any work that a pupil is unable to complete online, they are able to complete on paper using their school exercise books.

In the event of a partial school closure under tier 2 restrictions (see below) the Academy will ensure children without access to IT facilities are not disadvantaged.

What will happen in the event of a partial school closure due to Covid-19?

On 28th August the government published guidelines on how schools should prepare for tier 2 local restrictions. These guidelines can be found [here](#).

When a school or academy is advised to move to Tier 2 of the coronavirus response they are asked to:

1. Put in place a rota system whereby pupils are split into two groups. This will act to limit the number of pupils on-site at any one time and break transmission chains within schools when scheduled time at home is long enough for the onset of symptoms to be detected before returning. Schools should ideally operate a rota system that means pupils spend 2 weeks on-site followed by 2 weeks at home. This allows more than sufficient time for symptoms to present themselves and for pupils to self-isolate and avoid transmitting the virus to others.
2. Children of critical workers and vulnerable children and young people will be expected to be able to access full-time on-site provision at all tiers of restriction.
3. When teaching pupils remotely as part of a rota system, we expect schools to have considered what material is most appropriate for on-site and remote education.

The academy has developed its contingency plans in-line with the government guidance and will share these plans with parents should the tier 2 restrictions come into effect. Therefore, allowing the academy to address the latest government and Public Health England guidance within its contingency planning.

If you have any queries regarding the academy's remote learning strategy, please contact enquiries@horbury.accordmat.org who will direct your query to the relevant member of staff.

Yours sincerely,



Mrs N Walker
Principal