



20/11/20

Dear Parent/Carer

I hope this letter finds you well, I am writing to you to clarify how and where remote learning can be accessed during your child's isolation and to make you aware of some other resources you or your son may wish to access in addition to the work done by Hailey Hall staff, as well as support available for home schooling.

All staff are hosting lessons via Microsoft teams, which can be accessed through your child's office 365 account. All pupils have demonstrated to staff that they can access teams via office 365 and join a meeting held by a member of staff. Additionally, I have included a guide to logging on to teams on page 2.

Lessons will be the same as normal and will be hosted by your child's normal teaching staff (see page 2 for times). Staff will be available throughout the timetable lesson and tasks will be set via our online learning portals.

If you have any issues with access or would like your son's account details for any of our online learning portals, please contact me on [jthurley@haileyhall.herts.sch.uk](mailto:jthurley@haileyhall.herts.sch.uk) or contact and I will endeavour to resolve the issue.

In Cases where a pupil does not have access to ICT as identified in the survey in September, we have sent a 2 week pack of work to cover all subjects, which should be brought in to school on his return in order for staff to mark it and give feedback.

Some parents have indicated that their child may wish to access additional work and several agencies have released online materials over the past year; Please find links on page 2 most of which can be accessed on a telephone if a computer is not available. Please also note that these are in addition to, not in place of the work set by staff and teams lessons held.

Please get in touch if you have any further questions or need clarification on any of the points raised in this letter. I hope we can continue to engage your son in learning and very much appreciate your support.

Kind Regards

Mr J Thurley, Home Learning lead

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Patron: Billy Wingrove

**'Hailey Hall School is committed to safeguarding'**



## Timings of the day

### Monday-Thursday

P1	P2	P3	Break	P4	P5	P6	Lunch	P7
9.00-9.40	9.40-10.20	10.20-11.00	11.00-11.10	11.10-11.50	11.50-12.30	12.30-13.10	13.10-13.40	13.40-14.20


### Friday

P1	P2	P3	Break	P4	P5
9.00-9.40	9.40-10.20	10.20-11.00	11.00-11.10	11.10-11.50	11.50-12.30

## How to access Microsoft Teams

1. Open [Office.com](https://www.office.com) and sign in with your school email and password. (first initial followed by surname @haileyhall.herts.sch.uk e.g. jbloggs@haileyhall.herts.sch.uk)

2. From your Office.com homepage, click on the **Teams** app to *open in your browser*.

3. Select **Teams**  to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.

**Notes:** Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create a team** and enter the code)
- A link (check your email!)

When you see your class tiles, click on one to start connecting with your teacher and classmates!

### Resources:

<https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>

<https://www.bbc.co.uk/bitesize> Here you will find daily lessons, activities, tasks and games. You can also access lessons on your television via the red button.

<https://www.thenational.academy/> Here you will find daily and weekly lessons including quizzes, teaching videos and tasks. There are also some lessons available on this site for subjects that the school doesn't currently offer. This is a relatively new resource and is being updated regularly. There are also a large number of lectures available on youtube from TED talks on a variety of subjects.