

31 March 2020

Dear Parent/Carers,

I am writing to express my thanks for your continued support during this unprecedented time. We would like to clarify a couple of points following parental queries with regards to distance learning:

1. It is easiest to think of Frog as the student's virtual planner. It will contain instructions on how to complete work/where to access the work from and how to submit it back to the teacher as well as the deadline for submission. This is to help students to stay organised.
2. Teachers will be directing students via links from Frog to other platforms such as Hegarty Maths/TestMoz/Microsoft Teams/other useful websites for reading or exploring.

We appreciate that it is going to be difficult balancing the demands of work with home schooling and students may not always be able to meet the deadlines, therefore, Period 7 detentions will not be issued for this when we return to school. We are only two weeks into the school closure and we are constantly reviewing our systems. We will offer further guidance to staff and students to take effect after the Easter holiday. Students that are working hard, but are struggling to meet deadlines because of the difficulty of working remotely without teacher support, will not be penalised for their efforts. The system we have in place is intended to draw attention to those students who are not participating in distance learning.

The school was initially planning for a potential two-week closure and Frog Learn was the ideal platform as staff, students and parents are familiar with this. However, in light of the closure exceeding two weeks, we have had to review this process and staff have received training on using Microsoft Teams. We apologise for any confusion to students and parents/carers, but this has been a necessary decision in order to provide more bespoke lessons which can be conducted to enable more frequent teacher feedback. We need to ensure that our students are not at a disadvantage at this crucial stage of their education. Hungerhill teaching staff have been setting up Microsoft Teams for each class and will be using this as a communication tool and a way to set work from Monday 6 April at the latest. Please check Teams regularly as staff are aiming to move to this platform as soon as possible. Details of set work will still be uploaded to Frog to provide parents and carers with an overview of what is set. However, resources and feedback from teachers will be delivered via Microsoft Teams.

Microsoft Teams help guide for students:

- Log into school email
- Open a Microsoft Team email and follow the link
- Download the Microsoft Teams app at home if possible, from the link – works on Windows/macOS/Android tablets/Ipads and mobile phones
- Students will have a team created for all their classes



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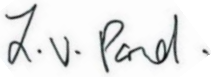
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- On the message board teachers will provide instructions and answer student questions
- Within each team there will be files of resources teachers have added for you to use
- Within the assignments section, teachers will put work they expect students to complete and the due date. This is the work that teachers will mark/award marks and give students individual feedback
- Where possible teachers will set work using Microsoft Office Tools (students can work on the free web versions through their school email address)
- If students are asked to work on paper or working on paper is easier, a scanned copy can be uploaded. If you do not have access to a scanner at home we recommend Microsoft Office Lens (available on app stores for free). This converts pictures to PDF, Word documents, PowerPoints or photos. When asked to log in please use your school email address.
- There is a chat function on Teams which will allow students to ask questions and get help when required. This is not to be used as a social media chat function amongst students

Thank you for your ongoing support and understanding at this challenging time. Can we please confirm that students are not expected to complete distance learning during the Easter holiday. Although we appreciate Key Stage 4 students will more than likely want to utilise this time to revise and prepare for their upcoming mock exams.

Yours sincerely



Mrs L Pond  
**Interim Headteacher**



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