

Maiden Beech Academy

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Friday 8th January 2021

Dear Parents and Carers,

IMPORTANT: REMOTE LEARNING AND REVISED INFORMATION FOR WEEK BEGINNING: 11.01.21

I hope you and your families remain well.

As promised, I am writing to update you about our provision from Monday 11th January and how we plan to deliver online learning from next week using Microsoft TEAMS, which all the children can access both in school and at home. Our overarching aim is for there to be a parity of provision for those children attending school and those working at home.

Whilst the last few months have taught us how to work and use technology in a different way, as we embark on our new approach to remote learning, there are likely to be some teething problems and technical clichés; please be patient and bear with us! Staff have been on a steep learning curve this week and are very excited about adopting a new approach to the children's learning from Monday. We will continue to learn, review and evaluate our provision to ensure it is the best it can be in the current circumstances.

The Curriculum/ timetable

We have uploaded year group timetables to the Parent Portal, Academy website, and we will publish through TEAMS as well. This will provide all children with a structured approach to their learning and a more interactive experience (all children will have three interactive/real time lessons a day). Please note that children should refer to these timetables **not** the timetable that is automatically displayed on TEAMS (this is the timetable they would normally follow in school.)

The daily tasks for pupils to complete (referred to 'assignments' in TEAMS), will be visible from 8:00 AM every day. This will provide an overview of what needs to be completed that day in a similar fashion to the 'To Do' list on the Pupil Portal. Children will be expected to complete at least three assignments a day, which are designed to take approximately 30 minutes. Enrichment/extension tasks will be included to enable pupils to extend their learning further.

Timings of the day

9:00 – 9:20 AM	Joe Wicks Workout/Quiet Reading
9:30 – 10:15 AM	Session 1
10:30 – 11:15 AM	Session 2
11:15 – 11:45 AM	Break – this will coincide with break time in school
11:45 – 12:30 PM	Session 3
12:30 – 2:15 PM	Independent work and lunch break
2:15 – 3:30 PM	Afternoon activities – details below

Interactive learning sessions

These sessions will be teacher-led and staff will be available to help and support the children with their learning at the designated times (please explain to your son or daughter that the teachers available



INVESTOR IN PEOPLE



may not be their usual subject teacher or tutor). Please note, whilst it would be ideal for the children to be log on to these session, **the assignments can be completed at any time during the day in the same way that tasks can currently be completed on the Pupil Portal.**

In order to provide a broad and balanced curriculum experience, the number of children attending each session will vary. Some sessions will be tutor group based, whilst other may involve the whole year group at the same time. Sessions could involve the teacher modelling and explaining to the group or the teacher being online to answer any questions and provide additional support.

Afternoon activities: 2:15 – 3:30 PM (please note, some of these tasks can be completed at any time offering a degree of flexibility)

Tasks include:

- An opportunity to catch up and complete any assignments set
- Quiet reading – this may include a member of staff reading to the group
- PSHCE/tutor group online catch up sessions
- An assembly with Mr Winch (this will be key stage based)
- A spelling activity
- A PE activity

Some of these activities will take place in ‘real time’ while other tasks will involve pre-recorded videos and/or links to other resources.

Key Stage 2 Curriculum (Years 5 & 6)

The children will have the following timetabled sessions – see the year group timetables for specific details

3 sessions per week	2 sessions per week	1 session per week
English Maths	Science	Art BEP Computing Design Technology French History or Geography Music or Drama
Total:	15 sessions per week	

Key Stage 3 Curriculum (Years 7 & 8)

The children will have the following timetabled sessions – see the year group timetables for specific details

3 sessions per week	2 sessions per week	1 session per week
English Maths	Science	Art BEP Computing Design Technology French History Geography
Total:	15 sessions per week	

How to access Microsoft TEAMS off-site

All pupils have access to Microsoft 365 and Microsoft TEAMS, as well as other apps, is part of this.

- Open your web browser (Google Chrome or Microsoft Edge are suggested)
- Go to www.office.com
- Your son or daughter should login using their school email address and password – see important information about passwords below
- You will be taken to the Office 365 home page; TEAMS is one of the available applications and can be accessed by clicking on the TEAMS icon.

How does my child log on to Microsoft TEAMS?

Follow the instructions below. This is how the children log on to their personal account in school.
PLEASE NOTE THAT THE ORIGINAL PASSWORD ISSUED IN THE FORMAT BELOW SHOULD BE USED. ANY PASSWORDS THAT WERE CHANGED BY THE CHILDREN WILL NO LONGER WORK.

Student Office 365 Username:

Usernames are made up as follows with **@mymba.school** at the end.

<YR> <surname><first three characters from first name>@mymba.school

Where YR = Intake year (Year 5 = 20, Year 6 = 19, Year 7 = 18, Year 8 = 17)

For example: 19Bloggssjoe@mymba.school

Password

The password uses the student's date of birth: Mba.ddmmyy!

For example, if Joe Blogg's birthday was the 2nd May 2006: Password - Mba.020506!

The letter M needs to be a capital, the date of birth needs to be in 6-digit format and there needs to be an exclamation mark on the end.

Using X Box and Play Station to access TEAMS

We have discovered that children can access their remote learning using gaming devices, providing an alternative method to learning during the lockdown.

X Box

1. Plug a key board into the X Box USB slot – ***if you need a keyboard, contact the school, as we may be able to help***
2. Go to my games and apps
3. Find Microsoft Edge and select
4. Type in: www.office.com
5. Log in using your school log in details – see above
6. You can then access TEAMS and other key packages

Play Station

1. Identify the Play Station internet browser icon (it is WWW with dots around it)
2. Press the PS4 logo on the controller
3. Go to the library and find options for games and applications
4. Go to the applications and you will find the internet browser
5. Type in: www.office.com
6. You can then access TEAMS and other packages.

Laptops to support children with online learning at home

Following my letter dated 6th January, we have received a number of requests for laptops to support online learning. We are in the process of working with BTCT and the Department for Education (DfE) to secure enough devices for families that need them; I am optimistic that we should be able to meet the current need.

In the meantime, we will continue to provide children with work packs containing hard copies of any resources on a weekly basis. These should be collected from the school reception, where they will be stored in labelled year group plastic crates. As stated before, if collecting these resources is an issue, please contact reception, and we will arrange for the packs to be delivered to your home address.

A Pupil Guide to Microsoft Teams

We have uploaded to the Parent Portal and the Academy website a short guide for pupils about how to complete key tasks in Microsoft TEAMS. We would advise the children (perhaps with your support) to look at this before joining their first online session.

BTCT Microsoft TEAMS User Acceptable Use Policy

We have also uploaded a copy of the BTCT Microsoft Teams User Acceptable Use Policy, which clearly explains our expectations regarding online learning and appropriate behaviour. We would be grateful if you could spend some time over the weekend reading through this with your son or daughter. Staff will also reiterate the expectations with the children as well during the planned sessions.

Provision for children of critical workers

It is a privilege to support critical workers by educating and caring for their children in school. The school will be open from **7:30 AM to 6:00 PM**

In order to help us plan and to know which children are on site or due to arrive, please could parents drop off and arrange to collect children at any of the following times:

8:45 AM

11:15 AM – please note that this is a change to fit the new remote learning timetable.

1:30 PM

3:30 PM

We expect the majority of children to arrive no earlier than 8:45 AM; however, we can cater for children from 7:30 AM if parents need this support to enable them to attend their place of work.

At the end of the day, we expect the majority of children to leave by 3:30 PM, but we can supervise children until 6:00 PM if necessary.

In order that we can support as many families as we can and limit the number of children on site at any one time, we politely request that children attend school for the time that parents are in work rather than attending for the whole day if this is unnecessary.

ACTIONS

We would be grateful if you could do the following over the next few days:

- Look at your son or daughter's timetable with them

- With your son or daughter, read through the Pupil Guide and Acceptable Use Policy and discuss expectations.

I have no doubt that there will be some questions and queries over the next few days. Please contact us via the Parent Portal, by email (office@maidenbeech.net), or phone reception on 01460 72677, and we will do our very best to help and support you.

Have a safe and relaxing weekend

Kind regards

A handwritten signature in blue ink, consisting of the initials 'C.M.' followed by a long, horizontal, slightly wavy line.

Carl Winch

Head teacher