



# Hill Avenue Academy

*Empower and Entrust*

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**Executive Headteacher:** Mr E Hateley

**Head of School:** Miss H Kahlon



Dear parents and carers,

13/01/21

## Remote Learning Guidance

I hope you are all safe and well. I would like to take this opportunity in thanking each and every one of you for your continuous support and dedication in current circumstances. Thank you to everyone including the children who are accessing their learning each day via **Microsoft Teams** and are effectively following the weekly timetable (available on Teams). I would like to clarify and explain how we would like our families to access our remote learning.

Please help us by completing the following:

- Send completed learning in all subjects back to the relevant teacher using the Teams 'class notebook' online platform;
- If possible, please send your child's learning back to the teacher at a convenient time;
- Please allow your child to work as independently as possible; this is one of our school values;
- Let us know if they need additional help or support;
- Use the Teams learning platform to keep track of the learning that is set for your child, monitor the learning your child has submitted and refer to the feedback provided by the teacher;
- Use the Teams platform to communicate any comments or questions to the teachers.

### **Timetables**

A weekly lesson timetable for your child, uploaded onto Teams, will be sent to you. This will remain in place to help establish a positive routine for your child and to support you in organising each day at home. The timetables provide links to some of our online subscriptions which further facilitate learning at home (EducationCity, Edshed, TTRockstars, MyOn). Children have login details for these and can access learning set by their class teacher weekly as per the timetable. This timetable will also give you advance notice of when lessons will take place so you can coordinate devices at home. Each week will begin with a 'Class Assembly'. The afternoons will be used for the children to complete learning set in the other subjects.

### **Lessons**

Children will continue to have learning set in all of their subject areas over the course of the week. All teachers will include links to recordings, presentations, and practical or written learning opportunities for the children to access. The learning will be appropriately challenging for your child to complete independently at home. Please send a message via email if you need additional support.

We do not expect parents to print lots of worksheets and resources at home and we do not expect parents to purchase special resources, particularly with the financial pressures. We have provided work packs with additional textbook based learning along with equipment children use in school and workbooks for writing in to support you with resourcing and learning.

Please be aware that the lessons uploaded on Teams will sometimes require a short period of time to download if it does not download straight away.

### **Marking and Feedback**

All of your child's learning will be reviewed by the teacher. Some pieces of learning, such as a creative piece of writing that might take several lessons to write, may require more in-depth marking when the 'final' version has been submitted. Different strategies for supporting your child with improving their writing will also be shared with you.

In order for the online learning to continue like this, could I request that all parents please monitor children when they upload onto their individual areas in Microsoft Teams. This is to ensure all guidelines are clearly followed so that certain expectations are adhered to such as:

- Only sending an email via the 'Year group' email if your child is finding something challenging;
- Please ensure children do not send a message via Teams or use chat options to speak to other pupils via teams;
- Please only upload learning in the 'class notebooks' section;
- Please do not upload any documents into the main 'files' section or the 'activity' section as this is for teachers to support pupils with any extra information.

### **Evidence Me**

In addition to uploading learning into Microsoft Teams, we are setting up the use of **Evidence Me** for all children across the school. Evidence Me is currently in our EYFS for collecting evidence. For Evidence Me, you will be sent an email with a link which will enable you to set up your own password. You can download the Evidence Me app or access it through the internet. This is a great way of sharing any learning as on the app all you need to do is take a photo or video of learning and it will instantly upload it to your child's folder. Any photos sent will only be accessible between you and our staff in school. Further information regarding Evidence Me and consent is below.

If you require any further support with remote learning please do not hesitate in getting in touch with us via the year group emails. Thank you all for your continued support. You are all trying so hard and we appreciate your commitment, as well as juggling your home-life. We understand the challenges you may face but we will work together to support you as much as possible.

Stay safe and well.

Yours Sincerely

Miss H Kahlon

Head of School

## **Evidence Me: Automatic Opt-In - Parental consent for Learning Journeys and observation sharing**

As part of our ongoing work in school to improve and build upon effective communication with parents, we would like to begin **sharing learning** between school and home.

For efficiency and administrative purposes Hill Avenue Academy are **automatically Opting-In all Parents and Carers to our observational sharing online system 2Build-a-Profile.**

As we work under General Data Protection Regulations (GDPR), we require your written consent if you wish to Opt-out of this. This would mean that any sharing of the observations would become difficult and also the Learning Journeys at the end of the year would not be able to return home with you.

The online digital system for the recorded observations within school is 2Build a Profile (created by company 2Simple Ltd).

In terms of Data Protection and the Data Protection Act 1988:

- ✓ Hill Avenue Academy are the Data Controller
- ✓ 2Simple is the Data Processor

2Simple complies with its responsibilities as Data Processor under the Seventh Principle of the Data Protection Act. More information from 2Simple can be obtained here: <https://2simple.com/gdpr/>

This consent does not change the Privacy Policy as documented by the Multi Academy Trust that Hill Avenue Academy is part of. More details can be obtained here via the web link regarding GDPR.  
<https://www.manormat.com/governance/gdpr>

If for whatever circumstance you really are unable to allow this consent could we ask that you contact a member of the School office to discuss the situation by **Friday 15<sup>th</sup> January** please.

**The strict rules around this are for Parents NOT to further share any information provided via Evidence Me in any digital or manual form such as Social Media or any other format to other persons. If this process is breached in any way we may have no further option but to stop this process and consider our legal position with the parent(s) concerned with the breach.**

Thank You