

19 January 2022

Dear Families,

Unfortunately, quite a number of our young people have been having to remote into lessons over the past week or so. It seemed timely to remind you what to expect when your child is learning from home.

- Please note that it may take the teacher a few minutes at the start of the lesson to set up teams as they get the class into the room, laptop set up and books handed out. Please give 5 minutes before becoming concerned.
- There may be times when the teacher is helping a student in the classroom and cannot reply to chat messages immediately but they will check back to the chat box at regular intervals throughout the lesson.
- If a student has issues with accessing lessons from home, please contact covid19@shuttleworth.lancs.sch.uk and we will direct the message to a member of staff who will be able to help resolve it. We will do our best to resolve these issues as quickly as possible.
- If your child's teacher is absent there may be issues with the cover or streaming of the lesson from time to time. This is particularly the case if a member of staff goes home ill part way through a day. There are always additional PSHE tasks which can be completed at any time from the subject channel in the year group team.

For PSHE lessons, core PE lessons and key stage 3 drama, work will not be in the class teams. Independent work will be posted in the year group team in the subject channel.

At the bottom of this letter are screen shots to explain how to get on to the year/ subject channels.

We have seen an increase again this week in teacher absence so apologies in advance if there are any issues with any of your child's lessons from home. Please do not panic if your child does miss a session for whatever reason whilst at home, they will get a chance to get resources/ catch up once they are back in school.

Remember we have laptops in school if you have issues with equipment, just email us on the above email and we will get something out to you. We can also support if you have issues with broadband.

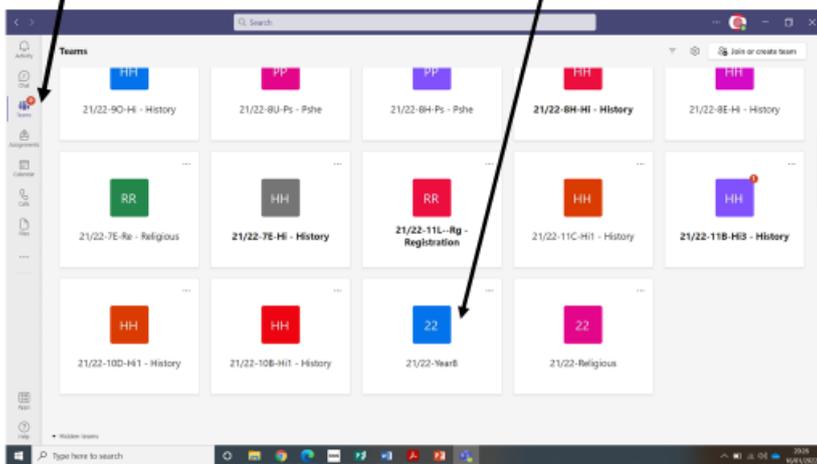
I am hopeful that once we get to the other side of February half term things might be a little more stable. In the meantime thank you for your support and please get in touch if you have any questions or concerns.

Cont.

How to access lessons/resources on whole year group teams.

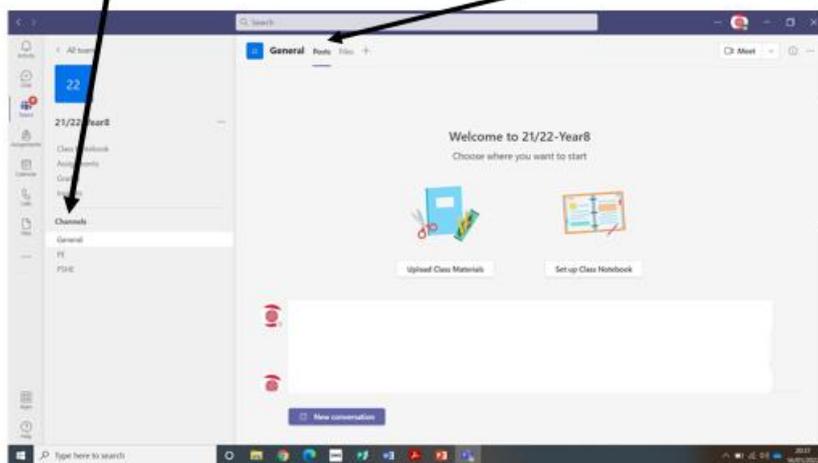
1) Click the 'Teams' tab on the left hand side.

2) Scroll down the page until you find your relevant year group team eg. 21/22-Year 8 and click on it.



3) Use the channels column to select the subject that you need to access (PE or PSHE).

4) You will now be able to access files and view posts relating to any work you need to complete using the tabs at the top.



Yours sincerely

Mrs R England
Headteacher



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Email: admin@shuttleworth.lancs.sch.uk
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