

26<sup>th</sup> January 2021

Dear Parent/Carer,

As you may be aware, on our website is a document that clarifies our Remote Learning Offer as a school. This document has been continually updated during this academic year and since our move to full remote learning due to the national lockdown, we have clarified further what assessment and feedback will look like whilst your child is working from home.

Moving forward, Assignments (situated within the TEAMS app) will now be our preferred way to set assessed classwork to years 7 – 10 in all subjects (except in Maths as they already use Dr Frost and MyMaths and Spanish who will continue to use Active Learn). It is critical that your son/daughter is accessing this set work and sending the work back to their teachers. 'How to' guides are on our website and further parental and student sessions will be offered. Work that is an assessment will be marked, and these marks will be returned via Assignments on Microsoft TEAMS. Marks will be stored in individual teacher's digital mark books to support the tracking of progress of each student.

Please note:

Feedback using Assignments to years 7 – 9 will use a numerical key:

3 = work submitted meets all the criteria as set by the teacher,

2 = work submitted meets most of the criteria,

1 = work submitted only meets some of the criteria.

No mark – work was not submitted.

If your child receives a '1' their teacher will also support this with a comment in assignments on its return. Students can find this at the bottom of the screen when they go back into their submitted assignment.

Feedback to Year 10 & 11 will also be numerical when given using Assignments.

However, staff may also choose when setting exam questions to increase the value of an Assignment to match GCSE criteria for their course eg. out of 10 if a 10 mark question was set.

As Year 11 are already proficient in several ways of submitting and receiving work with their teachers, staff will continue to use these for the remainder of the academic year.

Your child can also track the marks and feedback they receive from their teachers by clicking into the assignments tab within teams or by going into each individual class TEAM they are enrolled in and clicking the 'Grades' Tab.

You should have been receiving weekly emails, on a Sunday, for the last few weeks directly from Microsoft TEAMS. This information is critical to inform you as the parent/carer on how your child is engaging with work set by their teachers. It would be appreciated if you can use this to start a discussion each week about your son/daughter's engagement with their work and subjects.

Assessment and feedback naturally takes place during live lessons. Teachers use a variety of teaching strategies to do this including, but not limited to; questioning, use of quizzes and forms, students sending screen shots of their work and the chat function to name a few. This live feedback and interaction will continue and it is important that your child engages as much as possible in lessons so that our staff can support your child to continue to make progress.

We really do need your support at home to encourage your child to engage with the work teachers are setting on Assignments. This can easily be done by checking with them at the end of each day what work has been set on assignments and the date it is due for return.

There will be a workshop for Parents of all year groups taking place at 6pm on Wednesday 27th of January via Zoom. This will cover what Assignments is and how your child can access it, return work and track their progress.

Please find the details to join the meeting below:

Topic: Parental support with Assignments

Time: Jan 27, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95815448733?pwd=OTRSZIVGMG9ZRmU4cmtwME5JYUM5dz09>

Meeting ID: 958 1544 8733

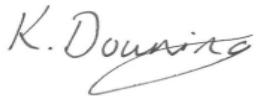
Passcode: 109889

Lastly, as we are using technology much more now, it is important to be reminded of staying safe online and keeping passwords safe and to not share them with anyone. If you or your child would like further guidance on this, Childline have an excellent website full of hints and tips to support you and your family whilst working remotely at home. [www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/](http://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/)

We really do value your continued support at this time, especially in relation to your child accessing and returning their work for assessment via Assignments.

If you have any questions regarding your child's remote learning please do contact their Excellence Leader. All email addresses and further details of the above information can be found contained within our Remote Learning Offer document located on our website.

Yours Sincerely,



Mrs Downing  
Assistant Head of Academy