



Ref: KLA/KBR

5<sup>th</sup> June, 2020

Dear Parent/Guardian/Carer,

I hope that this letter finds both you and your family well.

I am writing to inform you that in order to support your child's remote learning, **a number of pre-recorded lessons have been prepared by Haydock High staff for Year 7 to 9 which will be available from Monday 8<sup>th</sup> June.** These are to supplement other home learning which is available on Edulink and on Microsoft Teams and via e-mail or via collection of work from the school office. A timetable of all lessons available next week is included at the end of this letter.

Initially, this this will run from Monday to Thursday next week. You will be notified of any changes to the timetable after that.

### **How to Find the Lessons**

- In order to access the lessons, students need to log onto Microsoft Teams in and **do not need any additional passwords.**
- When they log on they will be automatically be presented with a screen with the different 'Teams' they are part of in Microsoft Teams.
- In Year 7 or 8 your child needs to click onto either **'Year 7 Student Classes' or 'Year 8 Student Classes' where they will find all lessons for all subjects.** In Year 9 subjects have **different Teams** because students do not study all subjects.
- In **Year 9** to find the recording of a History lesson for example students will need to look in **'Year 9 History Classes'** etc. All lessons for **English, Maths and Science** in year 9 will be in the **'Core Subject Team'** area.
- The lessons will be available in 'posts' or in 'Files'- 'Class Materials' and then open the subject file for the lesson e.g. 'English'. The lesson will be ready to play from there and will be saved as the title of the lesson and date e.g. 'Macbeth 8<sup>th</sup> June'.

In addition, your child has been e-mailed a guide to using 'Microsoft Teams' earlier in the term should they need additional guidance. Link to how to log onto 'Office365' <https://bit.ly/3dwjOWi> and 'Microsoft Teams' <https://bit.ly/2ABMUi5>

We are very excited about trying this new stage of remote learning and hope that your child will be able to take part in these lessons as we move forward through the term.

### **How long are the lessons?**

Lessons will last around 45 minutes which may include time for students to complete tasks during the video ( for example the teacher may ask students to pause the lesson for 10 minutes to complete a task before the student starts the lesson again to review it.)



# Haydock High School

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## **When are lessons available?**

Lessons will be placed in the relevant 'Team' area each day and available from the times below. Lessons will remain in the 'Team' after that so that students can catch up later if they need to or can go back and review their learning again.

Thank you once again for your ongoing support of your child's learning and of school during this time.

Take care.

Yours sincerely,

Miss Lane

Deputy Head / Head of Lower School



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## Remote Learning Timetable – Week Beginning 8<sup>th</sup> June

### Year 7

Day	9.30 am	10.45 am
Monday 8 <sup>th</sup> June	English	Maths
Tuesday 9 <sup>th</sup> June	Spanish	History
Wednesday 10 <sup>th</sup> June	Science	Geography
Thursday 11 <sup>th</sup> June	English	Maths

### Year 8

Day	9.30 am	10.45 am
Monday 8 <sup>th</sup> June	Science	Geography
Tuesday 9 <sup>th</sup> June	English	Maths
Wednesday 10 <sup>th</sup> June	Spanish	History
Thursday 11 <sup>th</sup> June	Science	Geography

### Year 9

Day	9.30 am	10.45 am
Monday 8 <sup>th</sup> June	Spanish	History
Tuesday 9 <sup>th</sup> June	Science	Geography
Wednesday 10 <sup>th</sup> June	English	Maths
Thursday 11 <sup>th</sup> June	Spanish	History