

Monday 4<sup>th</sup> January 2021

Dear Parents/Carers

## Remote Learning January 2021

As you will already be aware, with a staggered return planned, there will be a period of remote learning for all students at the start of this term. As already communicated, this will take place via Microsoft Teams following the normal timetable of the day. Students working from home are expected to be up, dressed and had breakfast by 8.30am for an 8.40am start. It is important that the normal daily routine is followed and we expect students to complete all work set.

Set out below is some guidance and some links to useful pages on our website where you can gain support with the use of Teams.

### Logging into Teams

Students will do this using their school email and password. For support with this or to reset passwords please visit [How to login to Microsoft Teams - Oak Academy \(oak-academy.co.uk\)](https://www.oak-academy.co.uk/how-to-login-to-microsoft-teams)

### Support/tutorial Videos

On our website there are a number of videos to support students with accessing and using Teams. The videos they access will depend upon the device they are using.

**PC/Laptop** [Tutorial Videos for PC's and Laptops - Oak Academy \(oak-academy.co.uk\)](https://www.oak-academy.co.uk/tutorial-videos-for-pc-and-laptops)

**Mobile Phone/Tablet** [Tutorial Videos for Mobile Phone and Tablets - Oak Academy \(oak-academy.co.uk\)](https://www.oak-academy.co.uk/tutorial-videos-for-mobile-phone-and-tablets)

All assignments can be completed on all the devices above.

### Completing work

Remote Learning will take the form of assignments that are set and submitted on Teams. Students will be learning new content during this time in line with their curriculum. New content will be delivered by a teacher in the school or through high-quality curriculum resources or videos. This may include the Oak National Curriculum which has been set up by the Government to support remote Learning.

### Communicating with teachers

During a lesson, students will be able to access support from teachers using the Teams chat function. This can be used if they do not understand a task or need additional support.

#### Oak Academy

Sian Thomas, BEd (Hons), CEO - AAT  
Paul Holman, BSc (Hons), Director of Outcomes  
Richard Burgas, BA(Hons), Principal

#### [www.oak-academy.co.uk](https://www.oak-academy.co.uk)

E office@oak-academy.co.uk T 01202 774600  
Duck Lane, Bournemouth. Dorset. BH11 9JJ

## Live Lessons

In some cases, students may be asked to take part in 'Live' lessons on Teams. This is more likely to be with our exam groups in Year 11 and 10, however other year groups may be asked to take part also. If a student is unable to take part 'Live' there will be a recording made that students will be able to follow later in the day.

Any students taking part in Live Lessons must be aware of the code of conduct that can be found at the following link.

[OA-Live-Learning-Code-of-Conduct-for-Students.pdf \(oak-academy.co.uk\)](#)

We thank you in advance for your support of your child during this period of remote learning. We know this can feel challenging at times but please do not hesitate to contact classroom room teachers via Teams or our IT Helpdesk for technical support at [support@leaf.bournemouth.sch.uk](mailto:support@leaf.bournemouth.sch.uk)

Finally, please do not hesitate to contact me at [hrichley@leaf.bournemouth.sch.uk](mailto:hrichley@leaf.bournemouth.sch.uk) if you have any general concerns regarding Remote Learning. We will look to support you in whatever way we can.

Yours sincerely,



Hayley Richley  
Vice Principal – Standards and Curriculum

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