

Dear Parents and Carers,

Accessing remote learning

Whilst your son is away from school we are committed to ensuring that he has access to the full curriculum and is able to complete work that is happening in school.

What work will be set?

As outlined in the Parents' Contingency Booklet, students who are isolating at home will follow their normal timetable while they are away from school. All subjects will be setting work for completion and students should aim to mirror their school day as closely as possible to make sure they complete work in a timely manner. This work will align with the school's Remote Teaching and Learning Principles so that there is sufficient, well explained and challenging work for all students.

How will work be set?

Students will be set work via Satchel: One (formerly known as ShowMyHomework) and this will be uploaded by 9.30am each morning. This platform allows students to see what they need to complete each day, access materials and contact their teacher.

We are also using Microsoft Teams as a platform for holding resources and to allow students to submit work which can be marked and returned by the teacher. If your son's teacher would like him to access materials on Microsoft Teams this will be clearly stated in the task on Satchel: One.

All students received an assembly and information outlining how to use these platforms, but if your son needs support in accessing work they can find guidance videos on the Digital SBS page of our website link here: <https://www.st-birinus-school.org.uk/3361/digital-sbs>

A step-by-step guide on how your son can access Microsoft Teams is also available on the following page of this letter.

Further support

The Pastoral teams for each year group will be contacting isolating students across the week. Assemblies will be made available on the noticeboard on Satchel:One.

The Parent contingency booklet covers all of our provision in detail and is available on the home learning page of the school website. If you have any questions, please do get in touch using the contact details below:

- For general questions about remote learning please contact Julia Hopkins, Assistant Headteacher jhopkins@st-birinus.oxon.sch.uk or Briony Bowers, Deputy Headteacher, bbowers@st-birinus.oxon.sch.uk
- For year group or subject specific questions, please use our staff directory to direct your query to the appropriate Head of Year or Department link to contacts here: <https://www.st-birinus-school.org.uk/255/staff-directory>

Best wishes

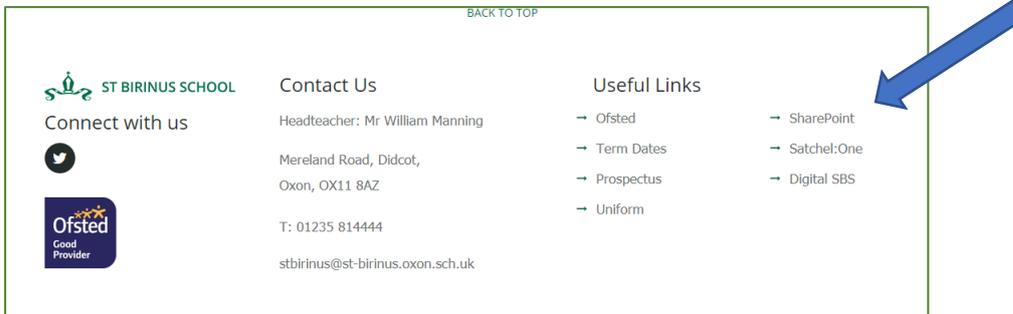


Briony Bowers
Deputy Headteacher

How to Access Microsoft Teams

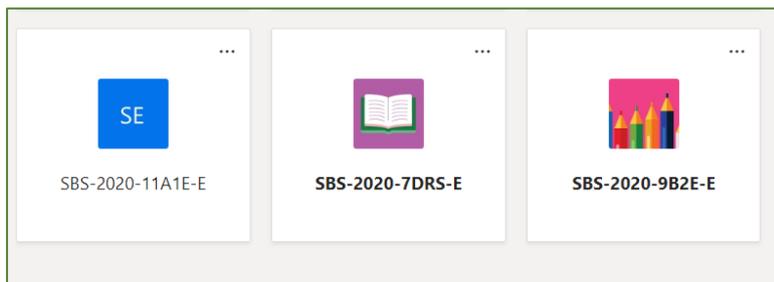
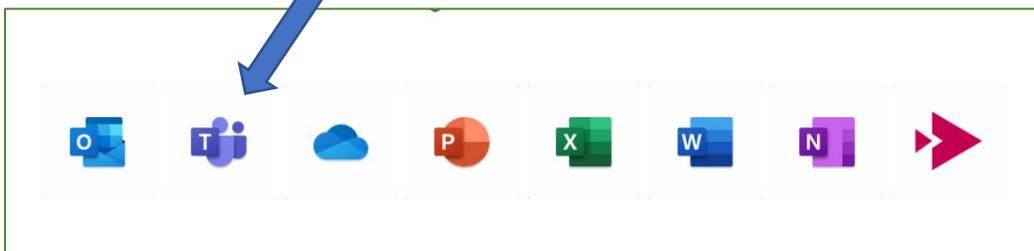
Step 1: Go to the SBS school website: <https://www.st-birinus-school.org.uk/>

Step 2: Scroll down to the bottom of the website and select 'SharePoint'.



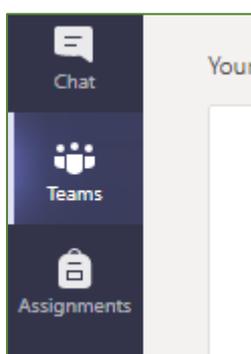
Step 3: Log in using your school login details, which are your school email address and set password.

Step 4: Select Teams



Step 5: Select the class you would like to view, each of your classes will have a tile.

Step 6: Select Files to view uploaded work/resources and to access set assignments, select Assignments.



Step 7: You will then need to access these areas for each of your classes. To return to your class tiles, select 'Teams' on the **left** of your screen.