



**St Albans C of E Academy**  
Head of School: Mr D Jones  
St Albans Close, Ashmore Park,  
Wednesfield, Wolverhampton WV11 2PF  
Telephone: 01902 558825  
Email: [info@stalbansceacademy.com](mailto:info@stalbansceacademy.com)  
Website: [www.stalbansceacademy.com](http://www.stalbansceacademy.com)

5<sup>th</sup> January 2021

Dear Parents/Carers,

We hope you are all well. As you can appreciate, with such short notice from the government regarding a national lockdown for schools, we have a lot of planning and organisation ahead.

### **School Day**

From Wednesday 6<sup>th</sup> January 2021, children of Critical Workers and Vulnerable children will return to school from **9:00am – 3:00pm**. Children of critical workers should now have completed the Microsoft Forms that was sent out on Monday 4<sup>th</sup> January and have received a phone call from the office. We are currently contacting other children that are eligible to attend the provision.

### **Remote Learning**

As shared previously during the autumn term and via our website (<https://www.stalbansceacademy.com/covid19>), remote learning will be carried out via Microsoft Teams. All children have received their Microsoft Teams logins during the autumn term: any that have been misplaced should contact their class teacher's email below:

[nursery@stalbansceacademy.com](mailto:nursery@stalbansceacademy.com)

[reception@stalbansceacademy.com](mailto:reception@stalbansceacademy.com)

[year1@stalbansceacademy.com](mailto:year1@stalbansceacademy.com)

[year2@stalbansceacademy.com](mailto:year2@stalbansceacademy.com)

[year3@stalbansceacademy.com](mailto:year3@stalbansceacademy.com)

[year4@stalbansceacademy.com](mailto:year4@stalbansceacademy.com)

[year5@stalbansceacademy.com](mailto:year5@stalbansceacademy.com)

[year6@stalbansceacademy.com](mailto:year6@stalbansceacademy.com)

The YouTube video link below shows children and families how to access Microsoft Teams from home.

<https://www.youtube.com/watch?v=bTjyX3MS5s0>

Within the class material folders, teachers will present a timetable for the week along with resources to support remote learning and videos of the powerpoints/smarts. These will include voice overs with directions and modelling from teachers to ensure children are clear on instructions and the expectations of their learning. Please follow the YouTube link below to understand how to access the class materials and resources.

<https://www.youtube.com/watch?v=Rrof--v4oM>



Our learning approach is designed so that children do not need to print all of the class resources and materials that are uploaded – children can open the video tutorials to support them in understanding their learning and they can then open the class resources/materials via Microsoft Teams. These can then be left on the screen for children to view while they work on paper or in blank exercise books.

### Resource package

Staff have been preparing resources packs for all children. There will include:

- Exercise books
- Pencil
- Ruler
- Pen if used in school
- Generic word mats to support learning e.g. 100 squares and multiplication grids

These packs should be with children by the end of this week.

### Submission of learning

Children are expected to submit their learning for marking and feedback: this should be via Purple Mash where they can use the tools to create their very own documents (please see the attached documents for instructions on how to submit learning via Purple Mash), or children can create their learning on Microsoft Word, or take pictures of their hand written learning and send in to the year group emails above.

For Nursey and Reception, children can take pictures of their learning and email it in to teachers using their year group emails or use the chat option to share learning on Microsoft Teams.

### Devices

We are currently organising the distribution of devices and we thank you for your communication regarding the access you have at home. Unfortunately, the government have not been forthcoming with devices, as they have previously stated, so we are currently preparing some of our own school devices to be used by families that are in desperate need of technology. We are aiming to get these to families by the end of the week also.

### Communication with parents

Staff will be contacting children and their families at least once a week via telephone. It is important to us that we can communicate with our children and check on how they are finding their learning as well as how they are coping emotionally with the changes that have been put in place.

We would also like to take this time to thank our dedicated staff for all of their hard work and thank you all again for supporting us during this time.

Yours sincerely



Darren Jones