

Good Afternoon Parents,

I hope you have all had a restful Christmas and New Year. As you are aware on Monday evening the Government announced the decision to close schools. Due to this, the Academy have had to alter and adapt the previous plans for the start of term and move to remote learning. This of course is not an ideal start to the term and one in which we did not expect.

Over the course of this week, you will have received many emails regarding the plans for students to begin remote learning. I fully understand that there is a lot of new information to take in and this a time of uncertainty and understandably you are concerned about your child's education.

Students are expected to complete the work set on SMHW following their school timetable for the rest of the week. Live lessons via Teams will start on Monday 11th January following their normal timetable. This will start on their Week 2 Timetable.

Following on from the emails over the last few days, please see below a range of information that will help you and your child to access the sites needed for remote learning and live lessons.

- **Remote Learning** - Our academy lessons will now be done remotely. For our remote learning we use the following sites - Show My Homework/ Seneca/ Hegarty. All students have been shown during their computer science lessons how to access these sites. The student's teachers will have shown them how to access the site and what codes they would have needed to set this up. When using the site SMHW/ Office 365/ Teams/ Outlook or any Microsoft programme the students will need to use their school login details. These details have been given to them and are the same details that they use to login to the school computers. The students will have a username, which will consist of 5 numbers with @tbowa.org at the end e.g. 11111@tbowa.org and then their password. Their school password is the one used to login to our computers. If the students cannot remember this, I will show you below how to get their password reset.
- **SMHW** - Show my homework is used by the teachers to set the students any homework. They will need to use their school login details to get onto this site. Through this site they can message their teachers directly to ask for help. Please regularly check SMHW for updates on work and tasks set. Please see link to whole school SMHW calendar if you are finding it hard to access SMHW - <https://thebishopofwinchester.showmyhomework.co.uk/school/homeworks/calendar>
- **Hegarty/ Seneca** - These sites are for Maths and Science. These have been set up separately during to the other school accounts so the students may have different passwords for this. If your child cannot gain access to either of these sites, they will need to email their Science or Maths teacher for the login information.
- **Microsoft Teams** - This site will be used for live lessons. I have attached a guide on how to access Teams. The students will need to use their school username and

password to access the programme. Once in, the students will need to go to their calendar. This is where they will be able to join the live lessons. Their teachers will send them a notification to join the lesson, this is via an email on their school email account or it will come up automatically on the team's calendar. Please be aware that this will not start until Monday.

- **Live Lessons** - These lessons are ones that they access through Teams. The lessons will be live with their teachers and they will work through the lesson together as they would normally do in school. I must stress that the students need to be sensible during these lessons. This means not unmuting their microphones or typing unnecessary comments in the chat function.
- **Timetables** - If your child has had an altered timetable because of movement around the year group, this timetable will have been sent to their school email account.
- **Password Reset** - If your child has forgotten their password, please email passwordreset@tbowa.org. You need to include your child's full name and mentor group. You will then get an email back with a new password.
- **Key Worker** - If you have completed the form for key workers you will receive an email confirming your place starting tomorrow. We are currently collating all the information given to us from the Key worker parents and then a confirmation email will follow.

I have attached a range of help sheets that link to all the information given above. I know this is a very unnerving time for everyone. Please be aware that we are following the government announcements at the same time as the rest of the country and all plans are subject to short notice changes. Unfortunately, this is unavoidable, however I do fully understand all your concerns.

I know there have been a lot of parent's emails and I am trying to get back to you as soon as possible. I will respond to you all, but hopefully this email will help to clarify some of your questions.

I do want to work with you all to make this as smooth as possible as I know the students need routines at a time like this. If you have any concerns, please raise them with us as we can use this to help improve moving forward.

As ever, please do not hesitate in contacting me or your child's mentor.

Kind regards,

Abigail Cartwright
Head of year 7