

Dear Parent/Carer,

## ONLINE TEACHING / REMOTE LEARNING

In the event of a school closure, we will ensure high-quality teaching and learning continues through switching to remote online learning.

Our pupils can access their online learning platform via the 'Pupil Portal'. To access the Pupil Portal, your child will need to:

- visit the school website ([www.waverley.bham.sch.uk](http://www.waverley.bham.sch.uk)),
- select 'Pupil Portal'
- use their school provided e-mail address and password.

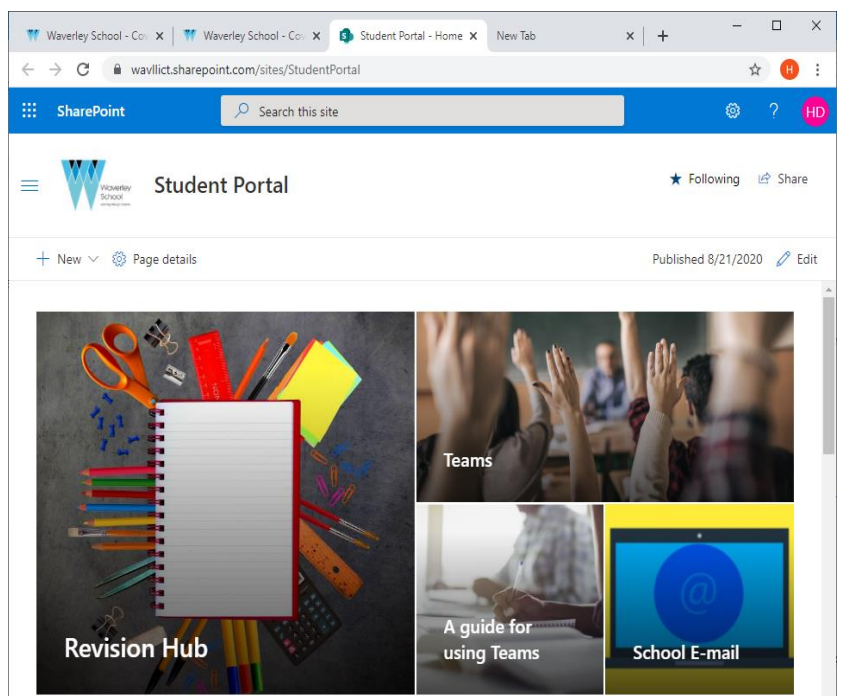
Their e-mail address is their username plus '@waverley.bham.sch.uk'. If your child is unable to remember their password, they can request a new one via our website.

During the school day, your child can expect to receive lessons as they would do so on their timetable. These will be delivered via Teams. All pupils have been trained on the use of Teams including logging-in, registering, accessing learning materials and submitting assignments.

If your child is unsure of how to use Teams, they will find a guide on the Pupil Portal.

Lessons will be delivered via a pre-recorded video, after which your child will need to complete a task or an activity. **They must submit that work, via Teams, within two working days.** Your child will be able to ask their teacher questions. Instructions will be provided during the lesson.

We are aware that some families are sharing devices between children, and therefore learners may be unable to attend each lesson as it is prescribed by their timetable. All lesson content (including videos, resources, and assignments) will be left online for two working days, allowing your child to access the learning when a device is



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available. **However, we strongly encourage your child to follow their normal school timetable as much as possible.**

In order to access the remote learning, your child will need:

- A digital device (computer, laptop, tablet, smartphone) capable of connecting to the internet and capable of providing sound.
- A stable internet connection.

If you are using a tablet or a smartphone, your child may need to download the 'Teams' app.

Further instructions are available via the website. If you are concerned that your child may not have these resources available, please contact the school by e-mailing [enquiry@waverley.bham.sch.uk](mailto:enquiry@waverley.bham.sch.uk).

### **Registering attendance**

**For each day of school, your child must visit the website and register their attendance before 11:30AM.** This is a compulsory requirement.

To register, your child must visit [www.waverley.bham.sch.uk](http://www.waverley.bham.sch.uk), select 'Covid-19 arrangements' and choose 'Register your attendance'. This must be completed daily.

Your child will need to log in using their school provided e-mail address and password.

If your child is late and does not register in time, they will need to call the school on 0121 566 6600 and ask to speak to their class teacher. **Registration marks will not be accepted after 11:30AM each day.**

Thank you for your continued support during these challenging times.

Yours sincerely

Mrs S Dosanjh  
Head of School

Mr U Malik  
Director of Learning – Year 5&6