

Waverley School
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Birmingham
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29th November 2021

Year 9 will take part in remote learning on Tuesday 30th November and Wednesday 1st December. They return to school on Thursday 2nd December 2021. Please read below.

Dear Parent/Carers of Year 9,

We have had a significant increase in the number of staff who are absent from work due to sickness. There is also a city-wide shortage of supply teachers. This has left us with no choice other than to switch to remote learning for Year 9. All lessons are pre-recorded and are assigned via our learning platform Microsoft Teams. Further instructions are below.

We will commence online work for year 9 on Tuesday 30th November and Wednesday 1st December. Year 9 students return to school on Thursday 2nd December 2021.

All other year groups will continue to attend school as normal.

We will assess the situation every day. Please continue to check your e-mail and our website for further updates. We will also publish updates via our social media channels.

Instructions for accessing online learning

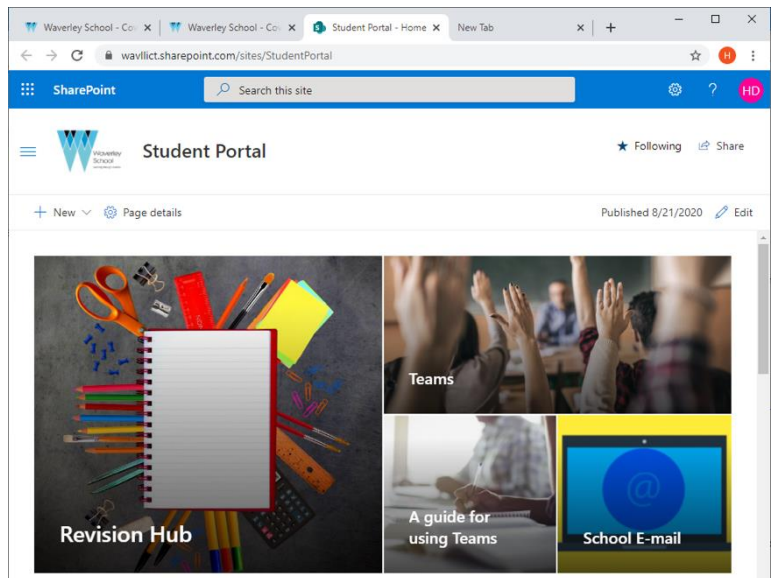
Our students can access their online learning platform via the 'Student Portal'. To access the Student Portal, your child will need to:

- visit the school website (www.waverley.bham.sch.uk),
- select 'Student Portal'
- use their school provided e-mail address and password.

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

Lessons will be delivered via a pre-recorded or live 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 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.

Passwords and usernames

Your child's username and password remain the same as last academic year, therefore he/she will be able to access Microsoft Teams.

Your child's e-mail address is their username plus '@waverley.bham.sch.uk'. For example, if your child's username was ABCD123 then their e-mail address will be ABCD123@waverley.bham.sch.uk.

If your child is unable to remember their password, they can request a new one via our website.

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, select 'Covid-19' 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 Pastoral Manager. **Registration marks will not be accepted after 11:30AM each day.**

Free School Meals

For children eligible for free school meals we will provide a packed lunch that can be collected from reception between 12.00 and 12.30pm. If you wish us to prepare a packed lunch for your child, please let us know via our enquiry email each day by no later than 10am. Please state dietary requirements: enquiry@waverley.bham.sch.uk. Please note that this must be collected by someone other than the child who is self-isolating.

Thank you for your understanding and support.

Yours sincerely,



Ann Lloyd

Co-Principal- Secondary and Sixth Form Phases