

MAESTEG SCHOOL

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Headteacher / Pennaeth: H. Jones B.A. (Hons) N.P.Q.H.

Dear Parent/Carer,

Learning is central to the work of Maesteg School and since the development of Covid19 our staff have been working tirelessly to upskill themselves under challenging circumstances. Our planning and preparation days at the beginning of term have been focusing on the development of blended learning, encouraging pupils to be more independent and confident when working from home. We have liaised with both pupils and teachers in order to establish the best platform to use moving forward, when pupils are self-isolating and indeed, if a whole year group is required to isolate as a result of Covid 19.

From Monday the 12th of October pupils will use the Office 365 platform TEAMS to view any work they have missed as a result of self-isolation and teachers will, as far as possible, put the resources they use every lesson into a folder for pupils to view and complete. In the same respect, if a whole year group goes off, pupils will find work set in their TEAMS classroom by their teacher.

TEAMS is part of the Office 365 package which contains programmes such as Word, PowerPoint and Excel, as well as TEAMS, and is free to all pupils at Maesteg School. If you do not have this package and would like to download it then please see our guidance on 'how to download the Office 360 suite' on the homepage of our school website in the 'Distance Learning Action Page.'

Every teacher has set up their classes in teams and has invited pupils in their class to join. Invites will be received by pupils via email and pupils will of course need to accept this invite. When in TEAMS, pupils will be able to see all of their classes set up and will be able to click into a classroom to access work and can even have a conversation with their teacher. It is important that pupils adhere to the school's 'Respect for Learning' policy when using TEAMS. Pupils who abuse this system will lose access to this provision.

We have placed a 'how to' video on our School website, again under the Distance Learning Action Page to show you and your son / daughter how to use this effectively.

If you have any queries or comments about our new platform then please get in touch using admin.maestegschool@bridgend.gov.uk.

Finally, please be aware that Show My Homework will continue to be used when homework tasks are set. For all other home learning activities please refer to TEAMS.

Many Thanks

Mrs Andrea Matthews

Assistant Headteacher

Motivated to Strive / Ysgogi i Ymdrech

