

Dear pupils,

We realise that this is an uncertain time for many of you especially as we do not yet know how long school will be closed for, but the situation is kept under constant review. You can access updates and news about the school closure via any of the following:

- The school website: <https://www.bishopvaughan.co.uk/news>
- The school's Twitter account: [https://twitter.com/Bishop\\_Vaughan](https://twitter.com/Bishop_Vaughan)

We find ourselves in a very unusual set of circumstances for our school and we know that you will have lots of questions. We will do our best to answer some of those questions in this document. Each day's school information updates on the above links may also be helpful to you and your families in answering any further questions that you may have.

Should you have any concerns, the following contacts are identified for you in case of need:

- For pastoral care matters, your Head of Year can help through your Year Group Teams homepage.
- For queries related to Additional Learning Needs, Miss Smith can support.
- Teachers for each subject can be contacted through Microsoft Teams.

Your teachers will be working through the school day and will do their very best to respond to you with answers to some of those queries. As this is a new way of working for all of us – teachers as well as pupils – please understand that they may have a large volume of messages to work through but be assured that they will work very hard to help you as soon as possible. You, your wellbeing and your academic progress remain our top priority as they always have been. At this time, however, we need to put your health and wellbeing first to keep you safe.

## Wellbeing

I know that many of you make use of the excellent support offered by our Wellbeing Team in the HWB, the Health and Wellbeing Base. They remain committed to helping you in every way that they can throughout this difficult time and you can contact them here:

[bishopvaughansafeguarding@hwbwave15.onmicrosoft.com](mailto:bishopvaughansafeguarding@hwbwave15.onmicrosoft.com)

There is also a contact button that you can click on for this on our school website:

As school would normally be informing you about the most up-to-date health advice, we will continue to do this via the website, Twitter and MyEd as mentioned above.

## Questions You May Have:



### **How long will schools be closed?**

In honesty, we don't know. The situation is changing and any key changes will be communicated to you as and when they happen.



### **Will we be able to continue learning whilst schools are closed?**

Certainly! Log onto Teams through Hwb where your class teachers have already planned a wide range of work for you. There will be weekly challenges launched every Monday and you can upload evidence by way of video, photo or written work of how you have completed your challenges. We will also highlight many websites and exercises to keep your core skills of reading, writing and arithmetic sharp! Learning in this way will be different but still of great value.



### **What are school's expectations of me working?**

For the time being school has ended and the Easter holidays have been brought forward by a fortnight. We would have no expectation of you working in this way in the holidays. It is also important to remember that pupils have different personal circumstances for example, some may be young carers or some may be supporting ill relatives. However we would encourage you to engage with the guided learning provided by your teachers, when you can, in order to build a good foundation for the next phases of your education or training. If you are in Years 10 - 13 and are studying for a Level 2 BTEC qualification you might want to use this time to catch up on any tasks that you have fallen behind on.



### **What if I don't have online access/ a computer?**

No problem – just phone into school or message us and we will arrange for a home learning pack to be sent to you.



### **What will happen about the examination results of Year 11 and Year 13?**

These year groups require these qualification to move on with their choice of education, training or employment. At the time of writing we are waiting for information from the WJEC Examination board regarding how we fairly estimate the grades that the pupils would have received had they sat their examinations in the summer. We are awaiting information from the WJEC regarding Year 10 and Year 12 although these Year groups do have the opportunity to sit their exams during the next academic year unlike Year 11 and 13.



### **If some pupils don't do the work set by teachers what would happen?**

We encourage you to complete the work being carefully thought out by your teachers. It will help you to extend your knowledge and understanding, remain in the habit of daily learning and build a good foundation for your next phase of learning! However we won't write to parents and carers or set detentions if you don't engage with the learning provided.



### **Will there be a deep clean of school before we return?**

Yes.



### **What time should I start my daily learning?**

Try to be up and dressed for 9am and get into the habit of regular bed times and wake up times in order to avoid staying in bed for too long in the mornings. We all need routine!



### **Will we still have merits and behaviour points?**

It will be difficult for teachers to award merits due to issues with accessing the school based package that we use to record these. Rest assured we will always look to reward positive achievements. Behaviour points will not be allocated by teachers. Any inappropriate use of the digital learning resources or Teams will be communicated to parents and carers.

## **Getting Started With Home Learning**

The first thing that you need to do is to set up a suitable space for working. You will need:

- Some pens, pencils and paper and an uncluttered space – a desk or kitchen table is great.
- An internet enabled device if you have one in order to access Hwb and Teams.
- Hard copies of work booklets if you have requested them.

I will be sharing some ideas about workspaces in our regular updates on the website and on Twitter. I look forward to hearing from you about what you have done to create your own learning spaces. I know how creative you can be and perhaps you can share your ideas with others!

Next, you will need to log in to Hwb, which is the Welsh Government's online learning platform:

<https://hwb.gov.wales/>

You can use this for contacting your teachers.

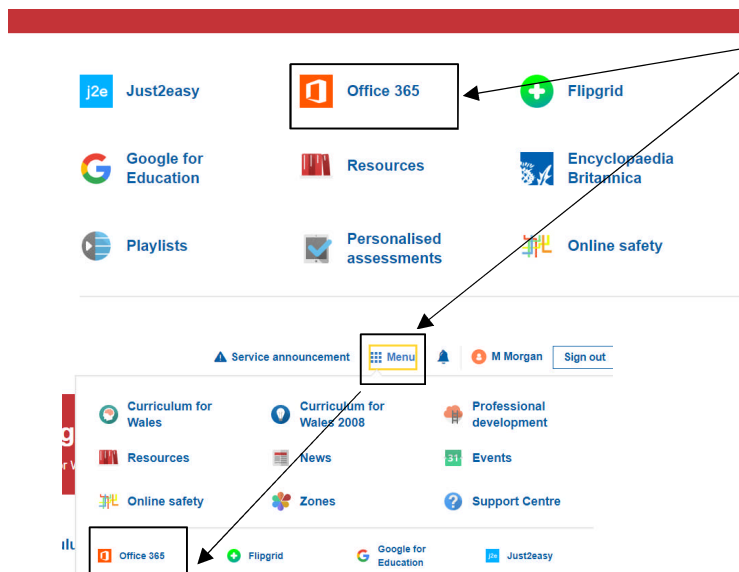
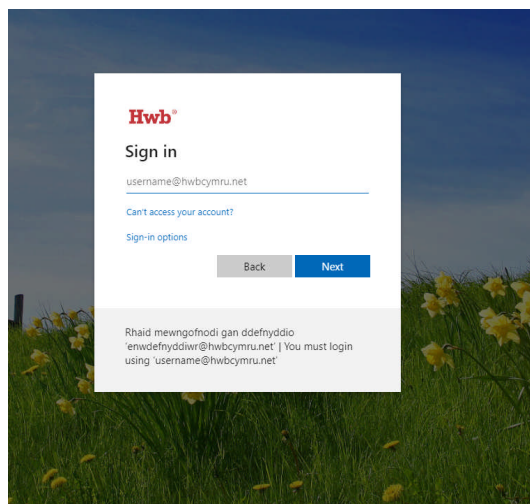
Below is a guide written by Mrs Morgan, the Head of Creative Technologies, to help you use Teams.

## **Accessing Teams and OneDrive**

You can access Teams and OneDrive through Office 365 in Hwb. You can also download the Teams app for free on your phone if you have one. You will then use your Hwb login details to access your Teams.

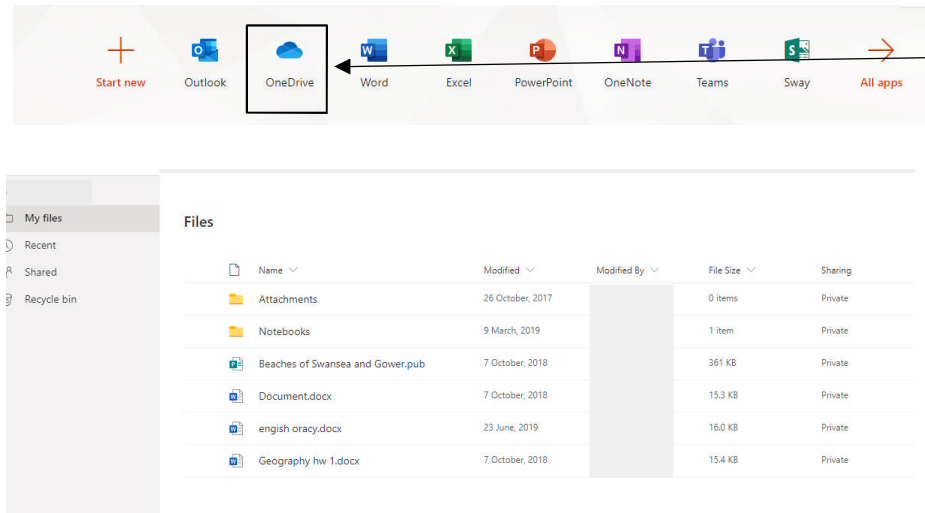


To login into Hwb click on Login and add your Hwb Username and Password



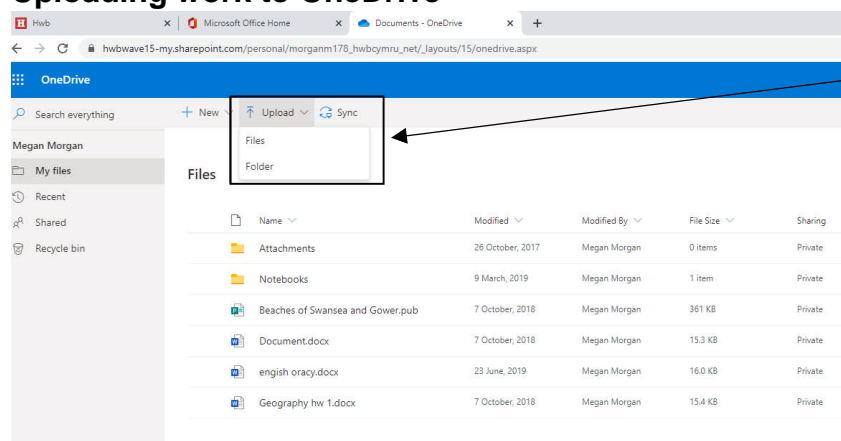
Click on Office 365 to access both OneDrive and Teams

## Accessing OneDrive



You can use **'OneDrive'** for saving work. All work that you create in Word, PowerPoint and Excel online will automatically save to your OneDrive.

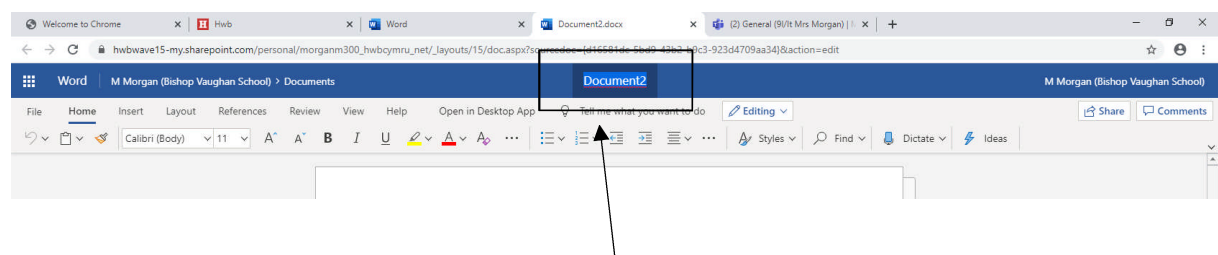
## Uploading work to OneDrive



To upload work to OneDrive click on the **'Upload'** link and select either **'Files'** or **'Folders'**.

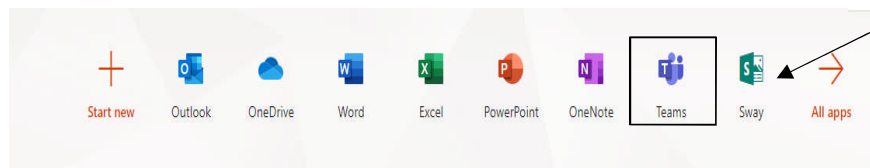
## Creating work online

You can create Word, PowerPoint or Excel documents online, which will automatically save to your **OneDrive**. Please make sure you give it an **appropriate name**. Documents created online continue to save whilst you work on it, without you having to save the document.



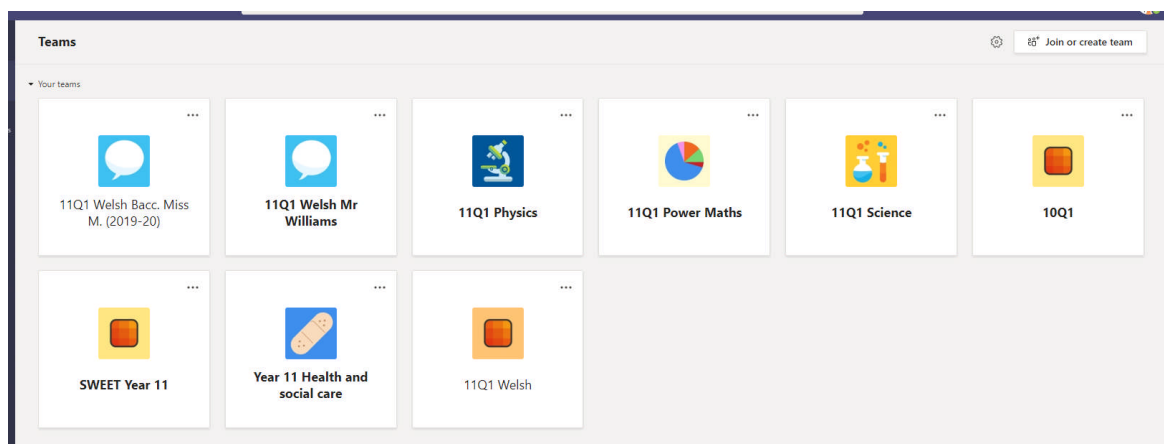
To give a document an appropriate name, click on the Document Name (ie Document2) at the top and change the name to a recognisable name.

## Accessing Teams

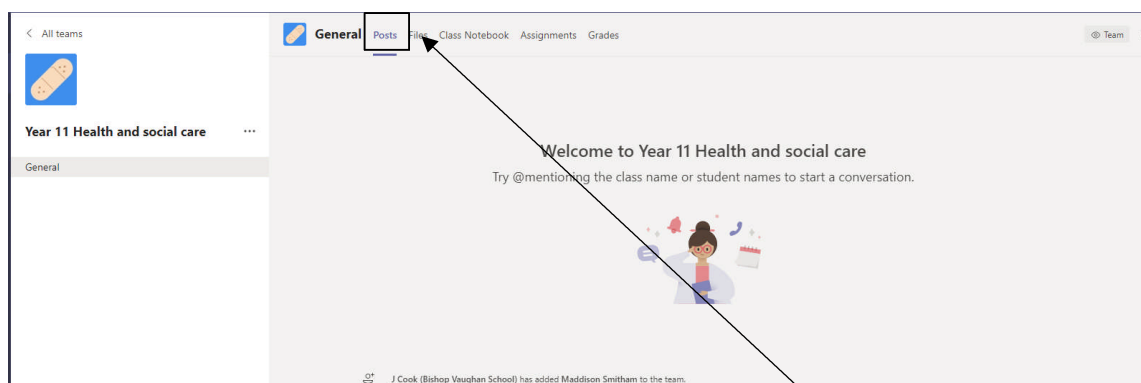


You can use 'Teams' for accessing class resources and completing assignments.

Click on the individual Team for each subject/teacher to access communication, resources and assignments.

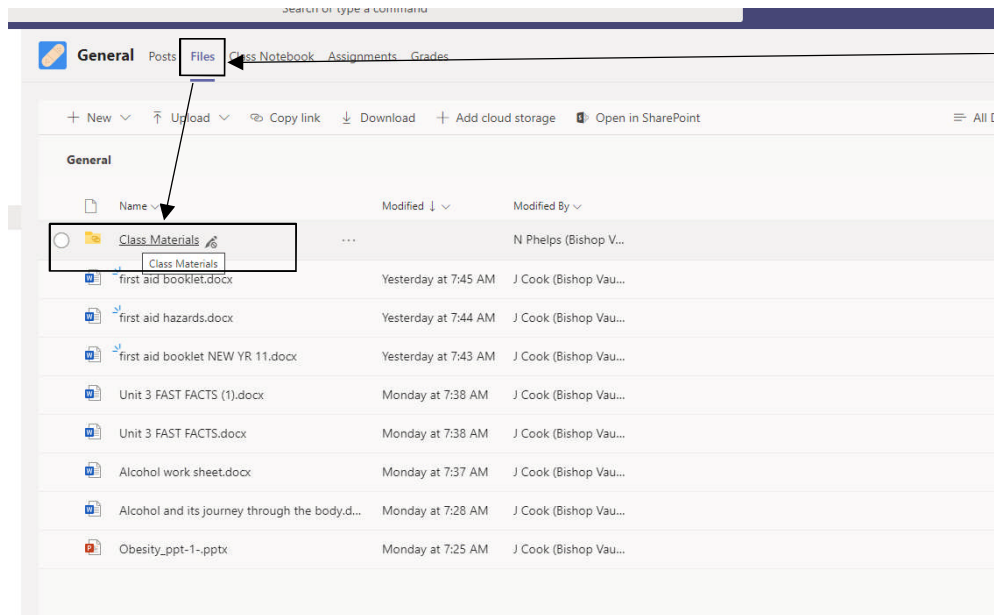


## Communicating with other pupils and Teacher through Posts



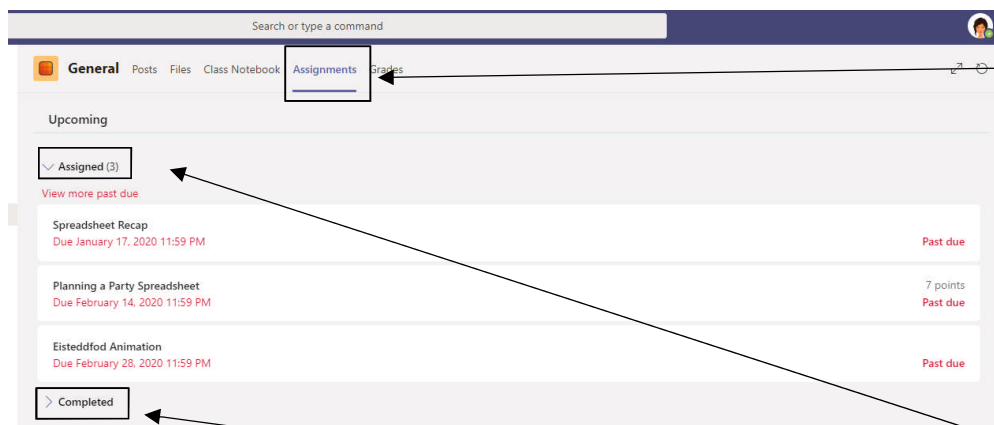
From here you will be able to send messages to the teacher through '**Post**'. Please remember that this is an educational learning platform and therefore Post should **ONLY** be used for subject specific messages.

## Accessing Resources shared by Teacher



Click on the **'Files'** tab and then into **'Class Materials'**. This will give you access to the subject resources. These can then be downloaded if necessary.

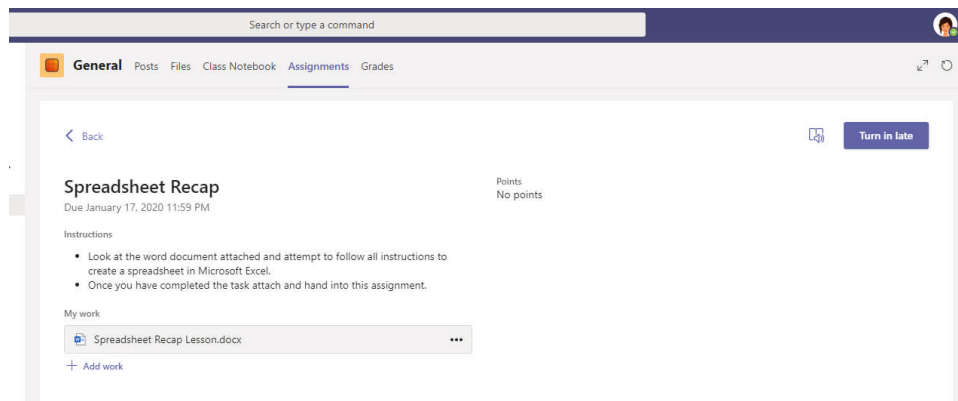
## Accessing Assignments



Click on the

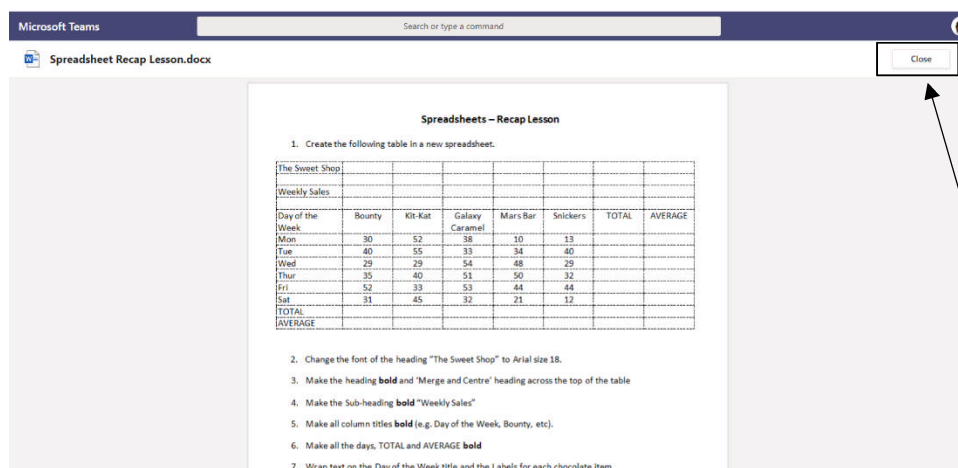
**'Assignments'** tab. This will take you to a list of the assignments you have been set. Once you have handed in an assignment it will move from the **'Assigned'** section to the **'Completed'** section.

## Submitting work to Assignments



Click on the Assignment that you are to complete. In this screen you will be given instructions. You may need to click on a document and

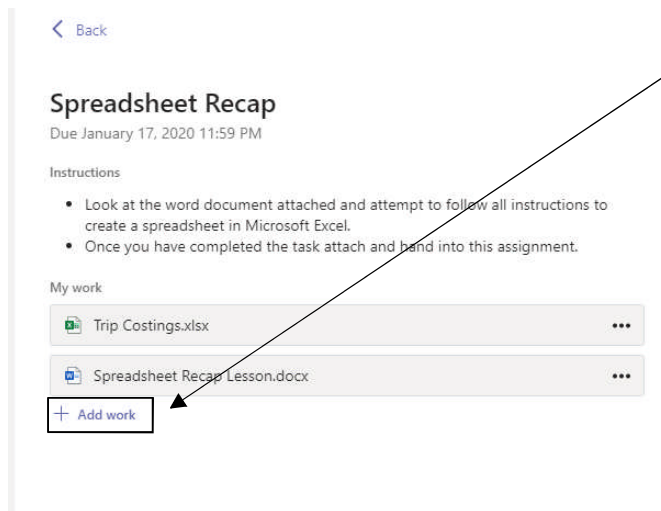
complete the requirements of this document.



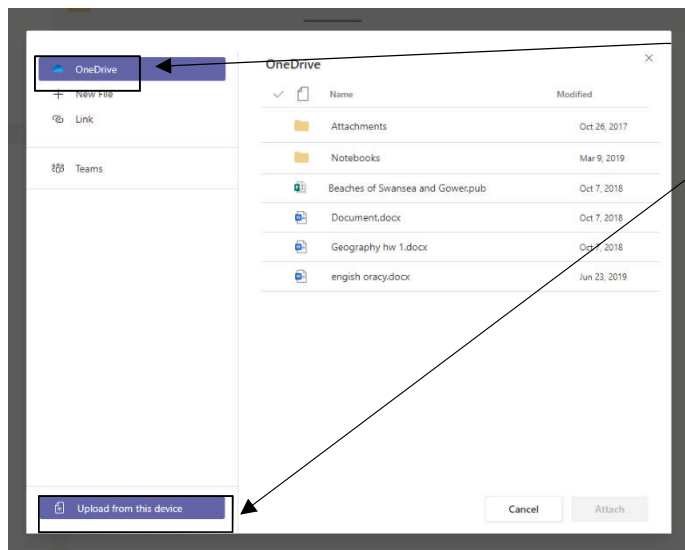
The document you will then work on will be yours to edit. All changes will save automatically, just click '**Close**' when finished.



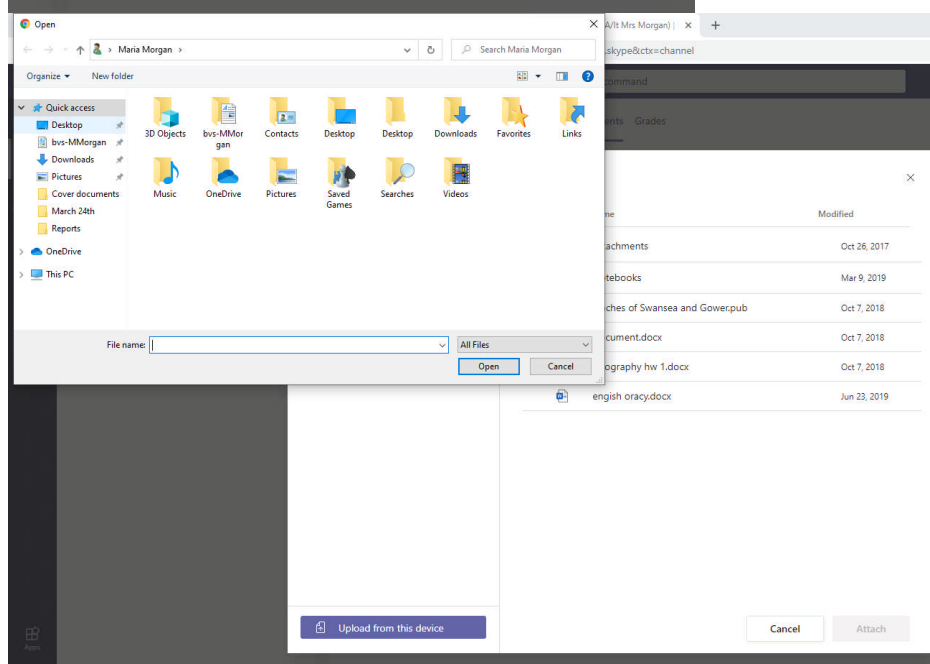
## Uploading work to Assignment



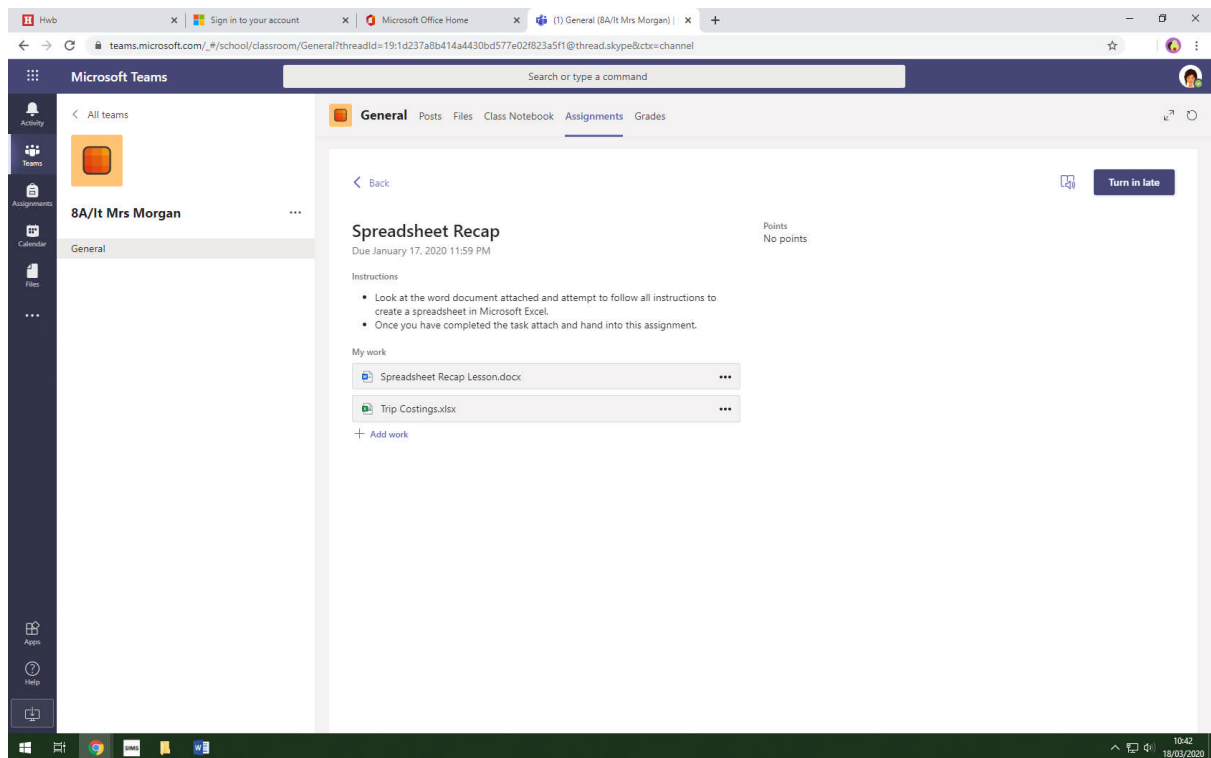
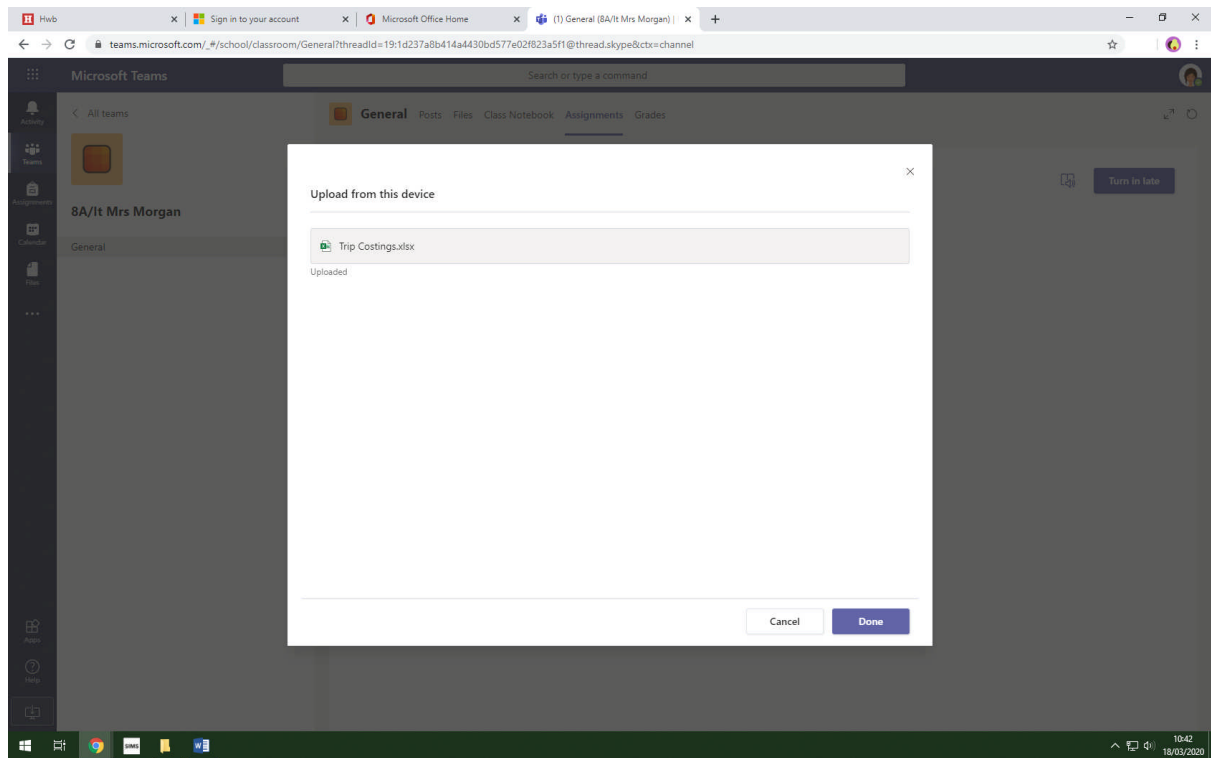
Click on '**Add Work**' this will then allow you to add work to the assignment.



You can either share from '**OneDrive**' or '**Upload from the Device**'



Find the resources in your



Microsoft Teams interface showing the "General" channel of the "8A/It Mrs Morgan" team. The "Assignments" tab is selected, displaying an assignment titled "Spreadsheet Recap" due on January 17, 2020, at 11:59 PM. The assignment instructions are:

- Look at the word document attached and attempt to follow all instructions to create a spreadsheet in Microsoft Excel.
- Once you have completed the task attach and hand into this assignment.

The "My work" section shows two submitted files:

- Spreadsheet Recap Lesson.docx
- Trip Costings.xlsx

The status indicates "Turned in late Wed Mar 18, 2020 at 10:42 AM" with a checkmark and an "Undo turn in" button. The points section shows "Points: No points".

Microsoft Teams interface showing the "General" channel of the "8A/It Mrs Morgan" team. The "Assignments" tab is selected, displaying a list of assignments categorized into "Upcoming" and "Completed".

**Upcoming**

Assignment Title	Due Date	Points	Status
Social Media Dangers	Due September 12, 2019 11:59 PM	10 points	Past due
Internet Safety Leaflet	Due November 7, 2019 11:59 PM	8 points	Past due
Planning a Party Spreadsheet	Due February 14, 2020 11:59 PM	7 points	Past due
Eisteddfod Animation	Due February 28, 2020 11:59 PM		Past due

**Completed (1)**

Assignment Title	Status
Spreadsheet Recap	Completed (checkmark)

## Supporting you through this period of school closure

### You are part of the Bishop Vaughan Community

- Keep in regular contact with your teachers.
- Remember you are not alone. Your teachers are still available to support you, both academically and pastorally. If you are worried – tell someone.
- Ask for help when needed; independent learning is a new skill to learn. Don't be afraid to say if something seems confusing or you need extra support.
- Try to keep busy with your challenges to avoid feeling overwhelmed.
- Take the opportunity to also follow your passions; if a particular topic interests you, research it. You never know where it might lead! Be sure to keep your teachers updated so we can support you in this.

### What wellbeing looks like...

- Nurture your relationship with God – ask for help and strength when you need it.
- Staying connected with family and friends- use digital technologies to support.
- Healthy eating.
- Regular sleep patterns – try to avoid late nights and long lie in sin the morning.
- Communicating with others. Be kind- you never know what someone else is going through.
- Work/ life balance. Make time to work and learn and make time to rest.
- Physical activity- keep active- there are many online videos to help keep your body healthy!
- Knowing which people or services that you can turn to when you need support.

### Keep a structure to your day

- Try to maintain a routine similar to your normal day/ week (eg, weekday and weekend routines) as best you can with the Government restrictions in place
- Have allocated time for work *and* for rest
- Maintain habits – dress in the daytime, etc
- Make time for what you love
- Break your day/ week into chunks
- Plan your time
- Build in social contact; distance physically but don't become socially isolated

### Useful Sources of information

If you are worried or feeling lonely – there's lots of support for you. Speak to an adult that you trust; a parent, guardian or you can email your teacher. You can also contact Childline on 0800 1111 for free at any time. The following websites provide useful information on Coronavirus – have a look!

<https://www.childline.org.uk/>

<https://www.bbc.co.uk/newsround/51877454>

There is also a lot of information for you on our school website.

**Stay safe and healthy!**

**We look forward to seeing you in Bishop Vaughan  
Catholic School when school reopens.**

**God bless you all.**

