



11<sup>th</sup> January 2021

Dear Parents/Carers

I hope that you and your family are well. Over the last seven days we have seen that the Government guidance can change very rapidly and on numerous occasions. Throughout the lockdown period, I will endeavour to provide a weekly update for you that keeps you informed of the latest developments. Please be reassured that Stafford Manor High School will be following all the latest advice to ensure we are keeping everyone safe who attend school whilst providing a high quality of education for all the children learning at home.

I would like to take this opportunity to thank you for your impressive efforts last week in supporting your child with their learning at home. Teachers have been reporting high levels of engagement through Show My Homework and Microsoft Teams. It is our intention to ensure we provide a clear but flexible approach to remote learning that can be adapted to a range of different home circumstances. All work will be set on Show My Homework and Microsoft Teams is being used to add live support during lessons. Children can use the live sessions to have work explained in greater detail and ask teachers specific questions. If any child needs specific help or support with activities they can ask through Teams, send a message through Show My Homework, or use school email accounts to contact their teacher. Where a member of staff is unwell work will continue to be set via Show My Homework and it will be made clear that this needs to be completed independently. I am sure you will understand that it is unlikely live support will be available in such circumstances. However, if any assistance is required then contact school through the usual channels.

It is vital that all pupils complete the work set at home to ensure they keep up to date with the curriculum. We understand the challenges that can exist at home in supporting your child, especially if you are working from home or you have more than one child to support. We also do not expect you to be experts in every subject but you can continue to help your child by providing the right environment for them to complete their school work at home. Over the next few weeks we will be contacting you at home to make sure everything is okay. In the meantime, if you have any concerns or need assistance then please do not wait for us to contact you, get in touch with us at school so we can see how we can help.

Access to technology can be one of the challenges at home for children. We are in the process of distributing laptops that have been provided by the Government. As we only have a limited number of laptops we are prioritising the distribution to those who would benefit the most. If we do receive further devices then clearly we will be able to help more children. However, we are aware that other methods of accessing online learning do exist especially if you have an Xbox or PlayStation at home. Through these devices you can access the internet and this will allow you display Teams and online versions of Word and Excel through Microsoft 365 on your television. With the addition of a keyboard and a mouse this effectively turns your machine into a computer. If this would help your child at home and you would like to borrow a keyboard and mouse from school, then do not hesitate to contact us.

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There is also a scheme where you may be able to have additional free data from your network provider to help access online learning. Further details and how you can ask us to apply on your behalf can be found at the end of this letter.

We are continuing to support families whose children are eligible for free school meals by providing food parcels. The Government have said they will introduce a national voucher scheme similar to the one introduced last April. As soon as we have this confirmed we will let families know and will continue to provide food parcels in the meantime. Equipment packs are also being distributed to all children eligible for Pupil Premium funding. This is being done in phases to avoid too many people needing to collect these from school at the same time.

The COVID page on our school website continues to be a central point where all the latest updates and information can be found. We will be reviewing the Family Support and Wellbeing page this week to make the information more concise and ensure the links are clearer. We have been asked by Staffordshire County Council to share a letter with you that requests parents and carers of children with a special need or disability to become involved in a forum. The forum is being established to hear the views of parents and carers to improve support provided. Please read the letter if you would like to get involved. The COVID page is where you will also find the latest updated version of our risk assessment. <https://www.staffordmanorhighschool.com/covid-19-updates>

In line with Government expectations we have been working incredibly hard to get the system of rapid testing implemented at school. This will add to safety and protect our school community by identifying individuals who are asymptomatic and ensure they do not attend school. The rapid testing process uses Lateral Flow Devices and will be self-administered by pupils. A team of fully trained staff will supervise the process. Initially this will focus on the weekly testing of staff and the initial testing of pupils who are currently accessing our provision in school. Please be reassured that it is entirely a parent's choice as to whether their child is involved in the testing process. We will be writing to parents and seeking consent prior to any child being asked to take a test.

It goes without saying that we would prefer not to have children learning at home and look forward to welcoming everyone back to school as soon as the Government guidelines allow. However, it is clear that for now we must follow the Government advice to keep ourselves and our loved ones safe by staying at home. After the great start made last week, and by working together, I am confident we will navigate successfully through the next few weeks. As always we are here for you if you need us. Take care and stay safe.

Yours sincerely



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Headteacher

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## How to access the internet through your Xbox or PlayStation

### Xbox

1. Plug a keyboard/mouse into the Xbox USB slot.
2. Go to my games and apps.
3. Find and select Microsoft Edge.
4. Navigate to your online learning platform and log in as usual.

### PlayStation

1. Identify the PlayStation internet browser icon (WWW with dots around it).
2. Press the PlayStation logo on the controller.
3. Go to the library and find options for games and applications.
4. Go to applications and you will find the internet browser.
5. Plug a keyboard/mouse into the PS USB slot.
6. Navigate to your online learning platform and log in as usual.

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## Accessing additional data from your network provider

You may have seen in the press that we, as a school, are able to apply on your behalf for increased data on mobile devices.

This scheme temporarily increases data allowances for mobile phone users on certain networks. This is so that children and young people can access remote education if their face-to-face education is disrupted. The networks are: Three, Smarty, Virgin Mobile, EE, O2, Tesco Mobile & Sky Mobile.

[This link](#) will take you to the details about the scheme. Please also take a look at the [privacy notice](#) and [privacy information](#). We need the following information to be able to apply on your behalf:

Detail Required	Response
Name of the account holder	
Have you got access to a broadband connection at home?	Yes or No
Number of the mobile device	
Mobile network of that device (for example Three)	
Is the device pay monthly or pay as you go?  (Monthly direct debit is probably a contract and Top ups are probably Pay as you go)	
Do you agree with the privacy statement?  (please click links above to read the privacy statement)	Yes or No

Should you wish to take advantage of this increase in data allowance, please provide the answers to the questions above in the table and send to [C19@smhs.staffs.sch.uk](mailto:C19@smhs.staffs.sch.uk). The decision on whether you are eligible is down to your network provider. If your data allowance is being increased they will send a text message to the account holder. Each provider will vary in how quickly they are able to process requests.

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