



# DEAN TRUST Wigan

Chief Executive: Mr Tarun Kapur CBE  
Executive Headteacher: Mr James Haseldine

05 January 2021

Dear Parents, Carers and Pupils

I am sure that in general the time when the virus will no longer restrict our School life is getting nearer. However, we are going to have a time this half term when we are once again dispersed as a School community away from our buildings. The Prime Minister, the Right Honourable Boris Johnson MP, announced last night that the country would be placed in national lockdown to prevent the further spread of the Coronavirus. The Prime Minister also stated that school buildings would be closed (except to those who are vulnerable/children of key workers) and pupils must learn remotely using online learning, until at least February half term. I am writing to you to remind you about how we make working remotely successful and what we expect pupils to do.

### **Key Worker Parents / Vulnerable Pupils**

We will contact the parents of key worker/vulnerable pupils separately with learning arrangements. On site provision will be available for these pupils from 9:00am – 2:00pm each day.

### **Remote Learning**

Please find attached the remote working protocols we use. Please read this attachment with your child so you are clear about our expectations of online learning at Dean Trust Wigan.

- The Year 11 remote school term starts tomorrow, Wednesday 6<sup>th</sup> January, following the normal school day. Online classes can be accessed by codes within Google Classroom so pupils can follow their timetable. Please see the letter below with further details of how to access Google Classroom.  
[www.deantrustwigan.co.uk/parents-pupils/information-advice-guidance/home-learning-support](http://www.deantrustwigan.co.uk/parents-pupils/information-advice-guidance/home-learning-support)  
[www.classroom.google.com](http://www.classroom.google.com).
- The Year 7,8,9,10 remote school term starts on Monday 11<sup>th</sup> January. Please see the letter below from Mr McNally with further details. Online classes can be accessed by codes within Google Classroom so pupils can follow their timetable.  
[www.deantrustwigan.co.uk/parents-pupils/information-advice-guidance/home-learning-support](http://www.deantrustwigan.co.uk/parents-pupils/information-advice-guidance/home-learning-support)  
[www.classroom.google.com](http://www.classroom.google.com).

From Monday 11<sup>th</sup> January the school day will be adjusted as follows for all pupils during the remote learning period:

	Monday - Thursday	Friday (Assembly)
Form Time	9:00 - 9:10	9:00 - 9:20
Period 1	9:10 - 9:50	9:20 - 9:50
Period 2	9:50 - 10:30	9:50 - 10:30
Break	10:30 - 10:40	10:30 - 10:40
Period 3	10:40 - 11:20	10:40 - 11:20
Period 4	11:20 - 12:00	11:20 - 12:00
Lunch	12:00 - 12:30	12:00 - 12:30
Period 5	12:30 - 13:10	12:30 - 13:10
Period 6	13:10 - 13:50	13:10 - 13:50
End of day Form Time for students (optional)	13:50 - 14:00	13:50 - 14:00

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There will also be online learning preparation activities for pupils in Years 7,8,9,10 to undertake if they wish for Wednesday, Thursday and Friday of this week. These activities can be accessed using the following link to our subject resource area [www.classroom.google.com](http://www.classroom.google.com). **Once accessed, they will be required to visit the 'home learning' section of each faculty area.**

For each lesson on your child's timetable there will be an access code for the lesson in their online Google Classroom area. Your child may not always have the assigned teacher on their timetable for their online lesson. Your child will however be expected to attend and a register will be taken. If they are missing from lessons the teacher will record that and at some stage the form tutor or the Head of Year will ring you to check out what the problem is.

Teachers will use Google Classroom and show my homework to communicate. It is essential that your child's device is working and charged and that you and your child check 'Google Classroom' and 'show your homework' resource areas regularly. It is also essential that you ensure that your child meets our good conduct expectations while using remote learning.

Senior staff and subject leaders will be regularly checking the quality of learning and engagement.

Form tutors will make a weekly welfare call to pupils. This is to support pupils and touch base with them verbally during the next few weeks. Some of our more vulnerable pupils will receive more frequent calls or visits to ensure we meet our duty of care.

### **Access to device, remote learning or internet connection**

Following support provided by the school in 2020 we are confident that pupils have access to a device and an internet connection. If this is not the case please contact the school on [dtwoffice@deantrustwigan.co.uk](mailto:dtwoffice@deantrustwigan.co.uk) or 01942 511987 to discuss the issue and we will support where possible.

Please use the same contact details if your child is experiencing technical issues with access to remote learning.

### **Free School Meals**

If your son/daughter is eligible for a free school meal kindly advise if you would like this to be provided by telephoning school on 01942 511987 before 9.30am each day. Free school meals can be collected direct from the kitchen (on the upper car park) between 12.00pm and 1.00pm daily. We will operate this system until a Government voucher scheme becomes available. Pupils who are attending school will be provided with a lunch if they are entitled to free school meals. We ask that pupils attending school who are not entitled to free school meals bring a disposable bag with a packed lunch.

### **Dean Trust Wigan – Year 11 Jan/Feb Exams**

While we have not received official confirmation from OFQUAL regarding summer examinations. We can confirm that **all Year 11 Exams in January and February WILL go ahead** as per the national schedule as detailed below. All pupils involved will receive a text message in the days prior to the exam confirming final arrangements and how they access online revision sessions delivered by their subject teacher. Please can I take this opportunity to remind all pupils that when attending an exam, they are to do so in their normal school uniform and bring all relevant equipment required.

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Date	Y11 Exam	Arrival Time at DTW	Arrival Point at DTW
7 <sup>th</sup> January 2021	Music	8.30am	PE Doors / Attendance Entrance
8 <sup>th</sup> January 2021	Travel and Tourism	8.30am	
11 <sup>th</sup> January 2021	Sports Science	8.30am	
11 <sup>th</sup> January 2021	Sports Studies	8.30am	
14 <sup>th</sup> January 2021	Hospitality & Catering	8.30am	
1 <sup>st</sup> February 2021	Enterprise	12.30pm	

It is very important that pupils in Year 11 are motivated and work hard. Whether or not exams go ahead this preparation will be essential for the exams themselves or centre assessed grading. We will provide further advice and guidance regarding college applications when we have liaised with local 6<sup>th</sup> forms, apprenticeship providers and colleges.

## Physical Education and Health

When pupils have PE on their timetable the teacher will either send some basic fitness workouts pupils can do at home or conduct online fitness activities. It is important pupils look after their wellbeing in this way. Make sure they walk around between lessons, have some activity away from the screen at break and lunchtime and pause after School to be away from a device as well. Make sure they have a clear workspace free of distractions too!

## Support and advice

The rhythm of remote learning will be useful for pupils to make a difference from being on holiday - as before, we will know online learning is working when pupil's notice it is the weekend! We want to remind pupils to keep in touch with friends as much as they can online or by phone. A friendly voice may be valued rather more than a text from time to time. We also want to remind pupils that to also remember there may be others in the family home trying to work or learn in difficult circumstances. We request pupils please do their bit to be at least cooperative and hopefully helpful. In addition, if we want pupils to know if they are worried and need to talk, please do contact their form tutor at school by email or by calling our school number.

My advice to pupils during this period of remote learning is to treat yourself like someone you are responsible for helping. Aim to learn as much as you possibly can during this period away from the building by engaging with what is on offer. Work as hard as you possibly can on one thing - remote learning - and see what can happen to your knowledge base over the next few weeks.

Yours sincerely

James Haseldine  
Executive Headteacher

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# **Remote learning guidance for parents and pupils**

## **2020-21**

# **Dean Trust Wigan**

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## **Purpose**

The intended outcome for remote learning is to ensure that the curriculum is at the forefront of the work, and as far as possible, student progress should not be negatively impacted. In order to carry out remote learning effectively, expectations for pupils and teaching staff are the same as for lessons in school. Please refer to the school behaviour policy. In addition, there are a set of protocols that all participants should adhere to. Please see below:

## **Protocols for remote learning**

### **All pupils will:**

- Follow their normal timetable in order to provide structure to the day.
- Access Show My Homework and Google Classroom daily.
- Turn off their microphones when in a live lesson.
- Turn off their cameras when in a live lesson.
- Use the chat function to ask relevant and appropriate learning questions.
- Agree to follow all typical school rules on appropriate behaviour.
- Understand that any poor behaviour may mean that they are removed from the live lesson.
- Not share google meet codes with anyone else.
- If invited to join a live lesson they must be suitably dressed.
- Complete all work set to the best of their ability.
- Use their first name and surname when joining a teacher's online classroom

### **Parents will:**

- Encourage and support their child's/ children's work - including: finding an appropriate place to work, checking that set work is completed by the end of each day and ensuring that the normal school timetable for the day is followed.
- Ensuring the device and internet connection is available for their child to participate. If support is required contact school via DTWOffice@DeanTrustWigan.co.uk or 01942 511987 and we may be able to assist.
- Contact the form tutor/Head of Year if there are any concerns.
- Help and support the school to address any poor choices that may be made by your child when remote learning.

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### **Available tools for home learning**

- Show My Homework (<https://www.satchelone.com>) Pupils need to log in with the 'sign in with google' tab
- Google classroom <https://classroom.google.com/>
- Google meet
- Screencastify
- GCSE POD

### **Safeguarding**

This guidance document is supported by the safeguarding policy in place at Dean Trust Wigan. Specific additions to note, the usage of video teaching is governed by the acceptable use ICT policy for all members of our community.

- Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons are between the teacher and the pupils alone.
- Size of groups for home learning. One-to-one video sessions with students are not allowed. This opens staff up to a high level of potential risk. The minimum group size for a video session would therefore need to be 3. Students should not initiate conversation with staff.
- If a pupil has a safeguarding concern or worry they can get in touch with their form tutor or the school office [DTWOffice@DeanTrustWigan.co.uk](mailto:DTWOffice@DeanTrustWigan.co.uk) 01942 511987 for support and guidance. Alternatively, in emergency call the emergency services on 999. Or for Childline Call 0800 1111 NSPCC Tel:0808 8005000

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Dear Parents and Carers

I enclose instructions in order to provide further clarity on how your child can access their remote learning provisions. This should help you support in the first instance if there are any issues logging on. If issues persist that you cannot solve and this prevents access to online learning, do not hesitate to contact us on [DTWOffice@DeanTrustWigan.co.uk](mailto:DTWOffice@DeanTrustWigan.co.uk) or 01942 511987.

All pupils will follow their normal timetable and in order to do this, they will be required to access Show My Homework and Google Classroom (their username and password will be the same for both features).

## Show my homework (<https://www.satchelone.com>)

This is where pupils will find their timetable and links to live lessons.

This is the tool that pupils will use to access their work that has been set.

When the pupil clicks on the link, the following screen will show.

**\*Really important!\*** Pupils will click on the 'sign in with google' tab with their **school username and password** (\*This must be their school account and not their own personal account\*). The username will end with **@thedeantrustmoodle.org**

Once this is done, they will see the links for the live lessons that their teachers have invited them to.

The teacher will have produced links for every lesson in their timetable. When the pupil is due to access the lesson, they will click on the link in order to access live learning.

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## Google Classroom (<https://classroom.google.com/>)

This is where pupils will find resources.

Staff have invited pupils to each faculty area. For example, 'English'. Most pupils are already members of each faculty area. In the event that they are not, the pupil is required to click 'accept', and they will then be added to each faculty area where you can find different sections including individual class codes and home learning resources.

Inside each faculty area are individual class codes (for example, your child may be in Set 2 for English). Your child's teacher has also invited them to each individual classroom that is on their timetable. They are again required to click accept, if they have not already done so.

In the event that this is not the case, there are instructions below on how to access faculty areas.

Faculty Area	KS3 Code (Year 7, 8 and 9)	KS4 Code (Year 10 and 11)
English	ajmdt74	jnmnjqf
Maths	col7qbj	vvum6ne
Science	y6d6rtz	n7k2txu
Humanities	rn7nhjy	2e56cyl
French	bsasq6n	lchvsxx
Technology	2vyz2uq	eu4suls
Performance	sup4sxn	6jn42pk

In order for your child to access each area, they need to take the following steps:

- 1) Type in to internet search bar - <https://classroom.google.com/>
- 2) Your child will then need to **type in their school username and password** (\*This must be their school account and not their own personal account\*). The username will end with **@thedeantrustmoodle.org**
- 3) When they have accessed this, they will see an overview page. This is the area in which all of their classrooms will be situated, once they have accessed them with the above codes.
- 4) **How to join the faculty areas** – In the top right hand corner, there is a + tab. Pupils are to click on this and type in the respective code in the above table (for instance, if your child is in year 7, 8 or 9 and is trying to join the faculty area for Technology, they will all type in the code '2vyz2uq'.
- 5) Once they have typed in the code, there is a 'join' button in the top right hand corner. Click this (it will take a few seconds to load), and then your child will have access to the Technology faculty folder.
- 6) In each faculty folder, you will notice a heading which says 'class codes Year \_'.
- 7) In each section, Heads of Faculty have placed every single class which exists in that year group. (For example, in the Maths class codes for year 7, you will notice 8 classes – 7A1, 7A2, 7A3, 7A4, 7B1, 7B2, 7B3, 7B4'.
- 8) **Your child then needs to click on the class that is stated on their timetable.** You will notice 2 pieces of information. One will be a 7-digit code (like above). The other will be a link. If pupils click on this link, it will take them straight to their classroom.
- 9) What this means is that the work which is now set, will be specific to your child. Teachers have full ownership of their Google Classroom and it is here where you will find **links to live lessons, materials and assessments** for your child to complete and submit.

Yours sincerely

Mr S McNally, Assistant Headteacher - Teaching and Learning

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