



Light Hall School
The best from everyone, all of the time.

Date: 2021/22 Academic Year

Dear Parent/Carer

I am writing to confirm your son / daughter will be accessing the school's remote learning provision. Any questions you may have **should be directed to your child's Progress & Development Leader (PDL). Contact details as below:**

Year 7 – imatthews@lighthall.co.uk

Year 8 - acooney@lighthall.co.uk

Year 9 - jwilliams@lighthall.co.uk

Year 10 – lobrien@lighthall.co.uk

Year 11 - jjohnson@lighthall.co.uk

As a school, in line with government guidance, we have produced a remote curriculum which as closely as possible matches the 'in school' curriculum your child would normally experience. The school has built its remote curriculum around Microsoft TEAMS, with all content accessed through this platform.

Please click the link below to watch a video tutorial to support your child's self-isolation absence.

<https://www.lighthall.co.uk/remote-learning/>

Across all subjects, high quality online learning tasks have been designed to allow your child to continue curriculum coverage in all subjects. This will also include any set homework, which are completed online. It will also include any calendared assessments that your child would normally complete.

If well enough, your child should complete the below steps to allow continued access to the school's curriculum. Any questions / queries regarding the remote provision should be directed at your child's PDL (contact detail above).

With your support at home, your child should follow the listed steps to access the remote curriculum, through Microsoft TEAMS.

Once logged in to Microsoft TEAMS your child should follow the steps overleaf to access the virtual curriculum for their specific year group.

Access Microsoft TEAMS – login details are your child's school email and password (as used to access ShowMyHomework)

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

Useful contacts

IT helpdesk (for password reminders) – ITHelpdesk@lighthall.co.uk

If you are experiencing hardship and your child receives free school meals, please contact Mrs James to discuss the provision of a food parcel during your child's self-isolation period.

Mrs James – ajames@lighthall.co.uk

Kind regards

Mr Hayfield
Assistant Headteacher



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Accessing the Remote Learning provision – Using Microsoft TEAMS

Access the school website and then **scroll down to the bottom**



Click **WEBMAIL** link

Contact Light Hall School

Light Hall School
Hathaway Road
Shirley
Solihull
West Midlands
B90 2PZ

0121 744 3835 (Main)
office@lighthall.co.uk

Send A Message

Name
Email
Message

Send

Remote Access Web Mail

Sign in using your school email address

Username – year of entry to the school then first two letters of first name and then first five letters of your child's surname @lighthall.co.uk

Password (if not changed by student) – lighthall

For example

A student with who entered the school in 2020, with a name of Ben Ridge would be as below;

20beridge@lighthall.co.uk

Outlook

Microsoft

Sign in
to continue to Outlook

Email address or phone number

Can't access your account?

Next

Outlook

Microsoft

← teamstrial@lighthall.co.uk

Enter password

Password

Forgotten my password

Sign in

Head Teacher: Annette Kimblin

Hathaway Road | Shirley | Solihull | West Midlands | B90 2PZ

T: 0121 744 3835 | **F:** 0121 733 6148 | **E:** office@lighthall.solihull.sch.uk

www.lighthall.co.uk



Light Hall School

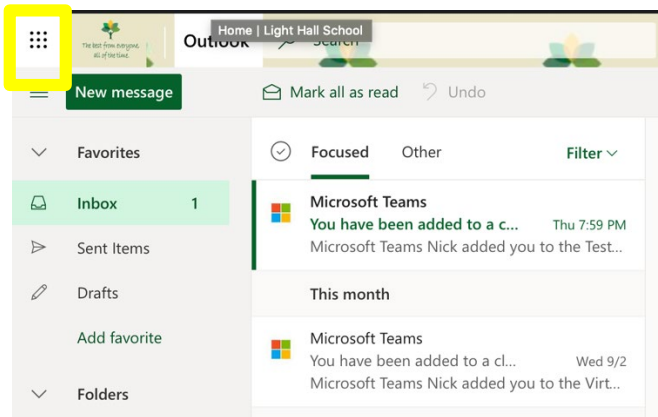
If you still cannot login please contact the email address below, with both your child's name, email address and year group. The password will then be reset for you.

ithelpdesk@lighthall.co.uk

If you still cannot login, please contact Mr Hayfield,

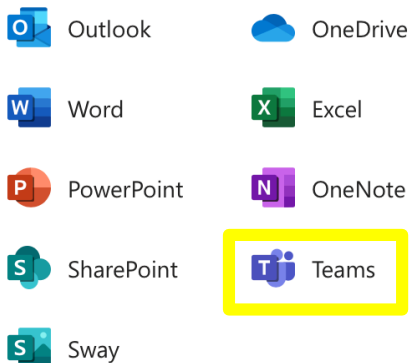
nhayfield@lighthall.co.uk

You are now in your school email. **Click the 9 dots (top left), and then TEAMS**



Office 365 →

Apps

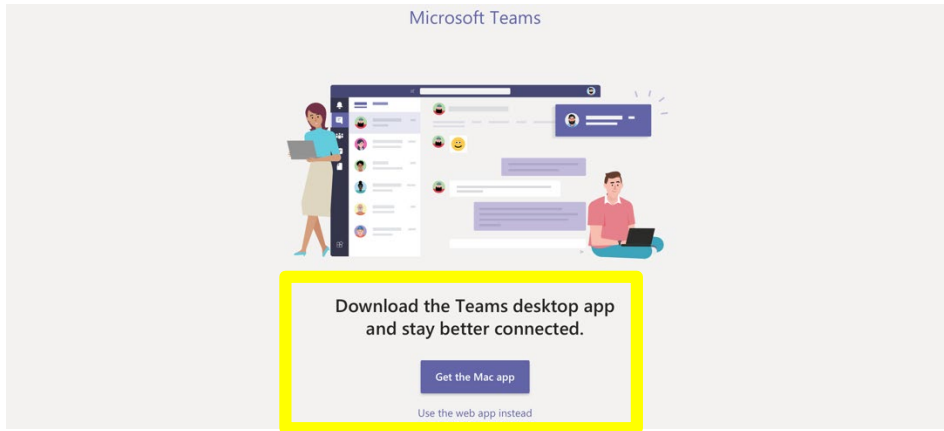




Light Hall School

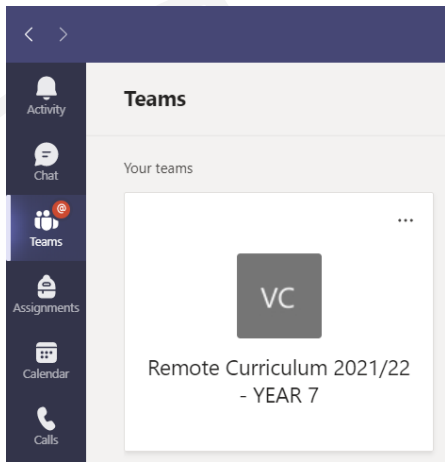
Choose either the **online APP** or download **TEAMS** to your laptop / desktop

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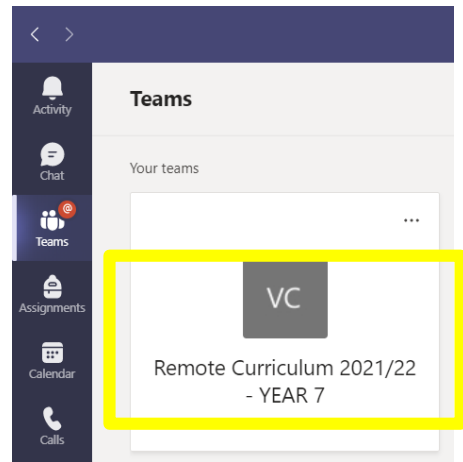


You're now in TEAMS, **select the correct YEAR GROUP TEAMS / class** to find your remote learning work

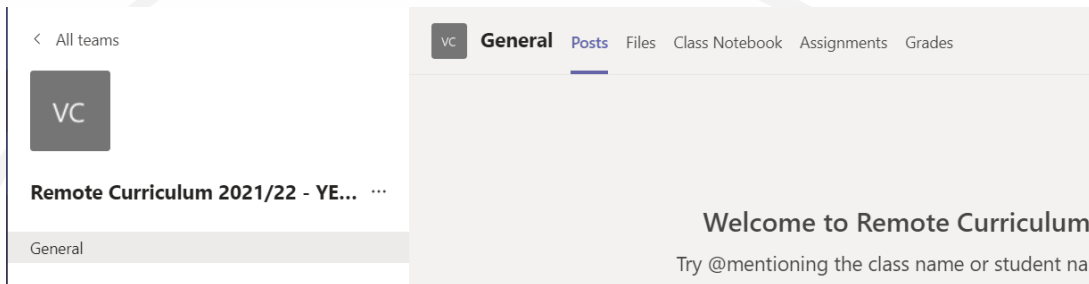
Access Microsoft TEAMS



Select Year group



Overview screen



Head Teacher: Annette Kimblin

Hathaway Road | Shirley | Solihull | West Midlands | B90 2PZ

T: 0121 744 3835 | **F:** 0121 733 6148 | **E:** office@lighthall.solihull.sch.uk

www.lighthall.co.uk



Click 'FILES' and then open the PDF file, this outlines the remote learning week.

VC General Posts Files Class Notebook Assignments Grades

+ New Upload Sync Copy link Download Add cloud

Documents > General

Name	Modified	Modified By
Class Materials		N Hayfield
Admin documents	Sunday at 8:44 PM	N Hayfield
Read this first - Calendar.pdf	Tuesday at 4:12 PM	N Hayfield

Open the 'class materials' folder and select the correct week (based on the PDF file you have just looked at).

VC General Posts Files Class Notebook Assignments Grades

Sync Copy link Open in SharePoint

Documents > General > Class Materials

Name	Modified
Week 1	June 15
Week 10	Yesterday at 12:46 ...

Using your normal timetable, then select the correct subject. Then select the correct lesson for the week. All learning resources will in these folders. They will either be an online task (there will be a link) or a PPT or word document to complete.

VC General Posts Files Class Notebook Assignments Grades

Sync Copy link Download Open in SharePoint

Documents > General > Class Materials > Week 1

Name	Modified
Drama	June 15
English	June 15