



Federation of Penny Acres and Wigley Primary Schools

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Executive Headteacher: Mr David Ratcliffe

Tuesday 24th November 2020

Dear Parents / Carers,

As a Federation, we are always looking to improve what we do and our approach to Home Learning during these difficult times is no exception.

We have listened to your comments after our recent closure and have implemented a number of changes outlined in this guide. The main priority has been to make finding the activities a little easier and to save you having to navigate between timetables and long lists of resources. We are also looking to include daily video messages from staff and Microsoft Teams 'catch up' meetings when/where appropriate.

You child/children will now receive daily work (one day at a time) via their own individual 'virtual offices'. Details on how to access this can be found below.

As stated in my earlier email, expect 'work' to become live on Thursday 26th given that staff will need time to populate the site and in recognition that your own personal circumstances r.e childcare will differ. In the meantime, please assist you child in logging on to the system and changing their password (details on how to do this can be found in the guide below). Please ensure the password is known to both your child/children and yourself.

If you have any issues accessing the 'virtual offices', please don't hesitate to get in touch with school.

Yours sincerely

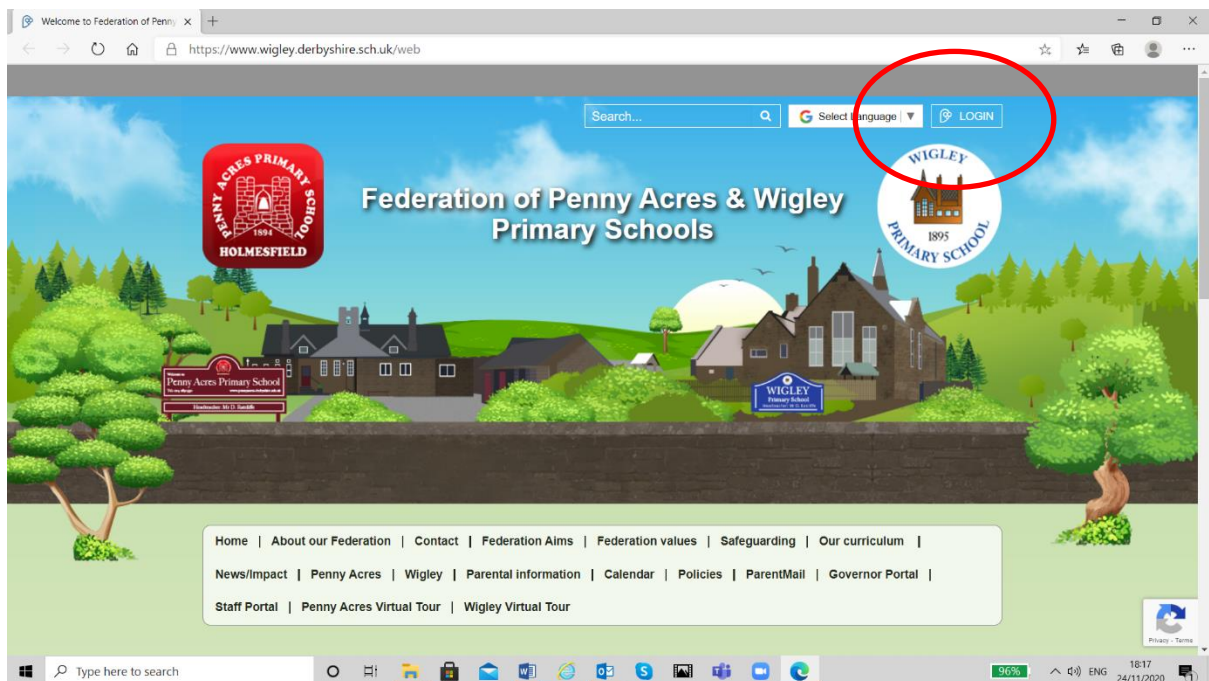
Mr D Ratcliffe – Executive Headteacher



Accessing individual, blended learning areas

Please note, the children have been shown their new areas so this shouldn't be new to them

1. Access the school website on www.wigley.derbyshire.sch.uk
2. Click 'Login' at the top right hand side of the screen



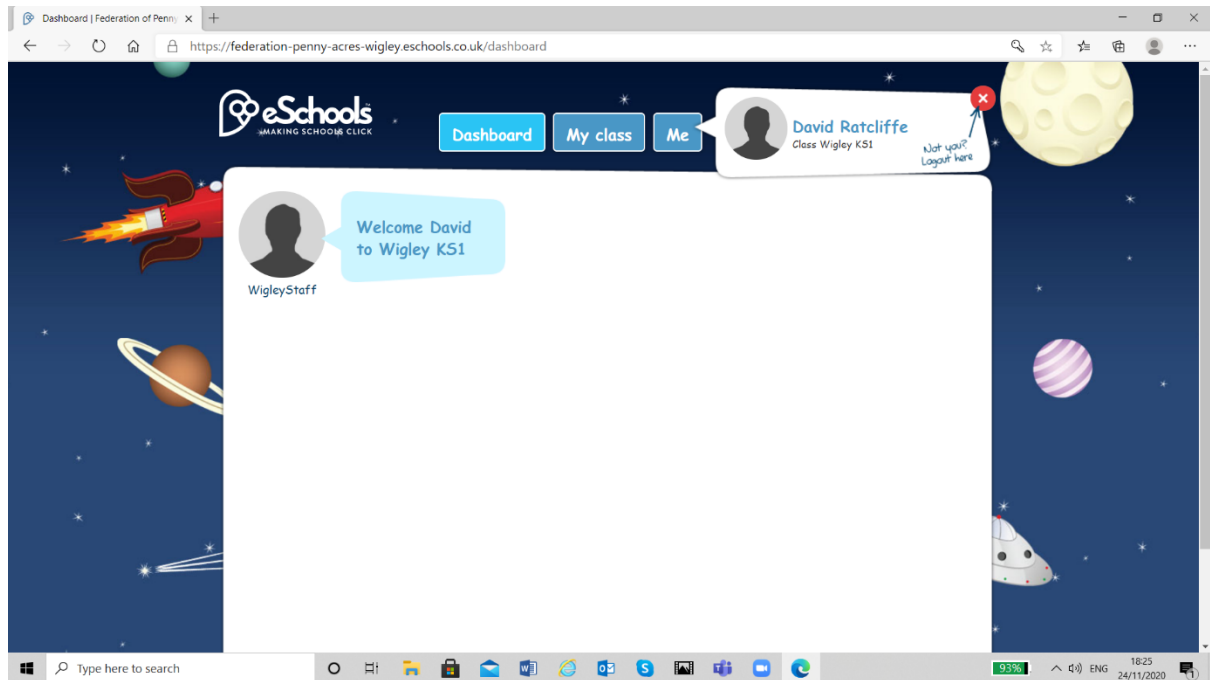
3. Enter your child's forename and surname into the 'username' box. E.g. David Ratcliffe (please note this is not case sensitive but does need the space between forename and surname)

Your child's password is set to **Password1**

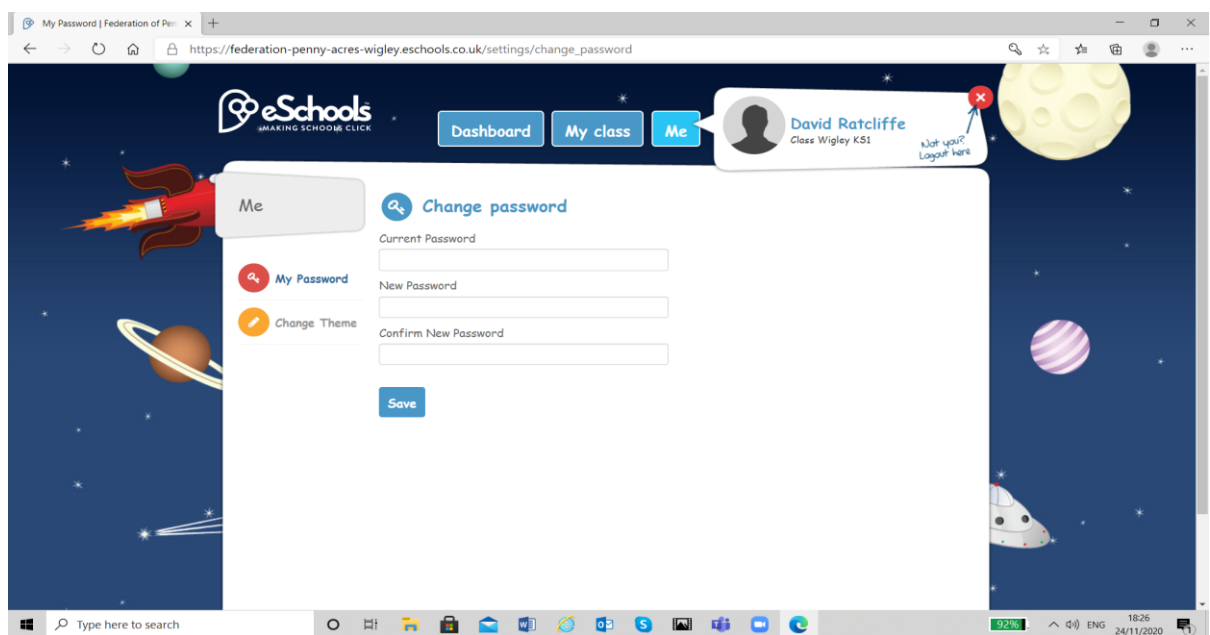
This will need to be changed once you have logged on.



4. You should see a screen similar to the one below



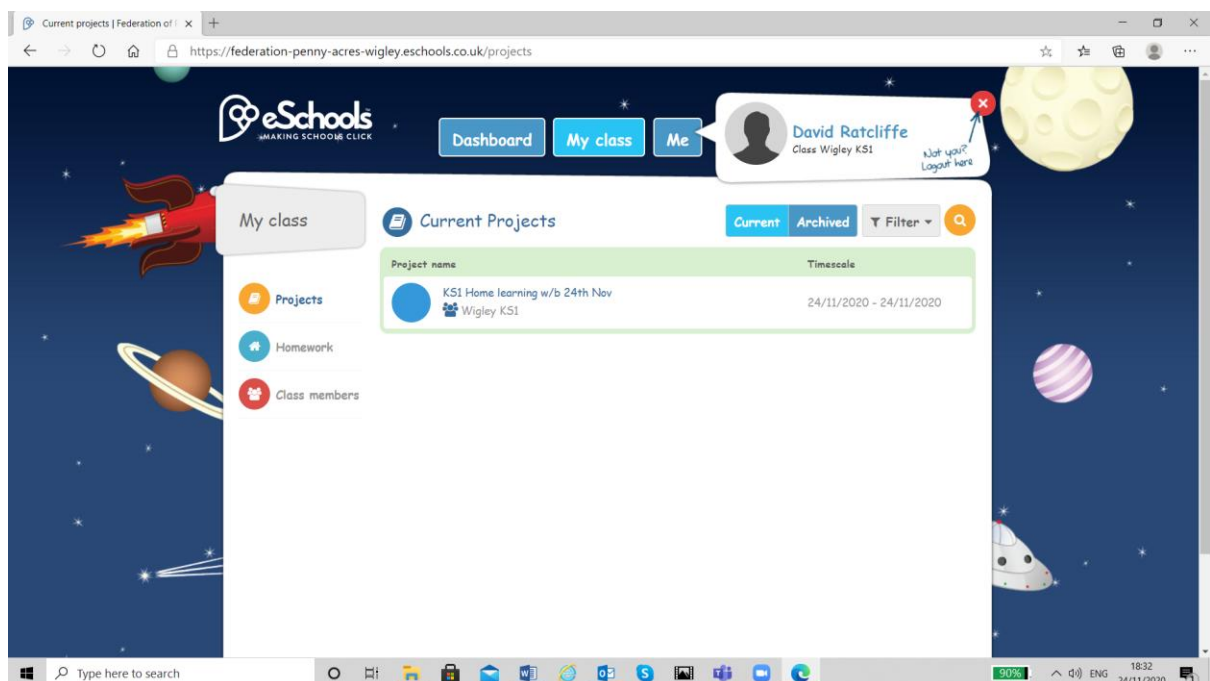
5. To change your child's password, click on 'Me'. You should see the screen below.





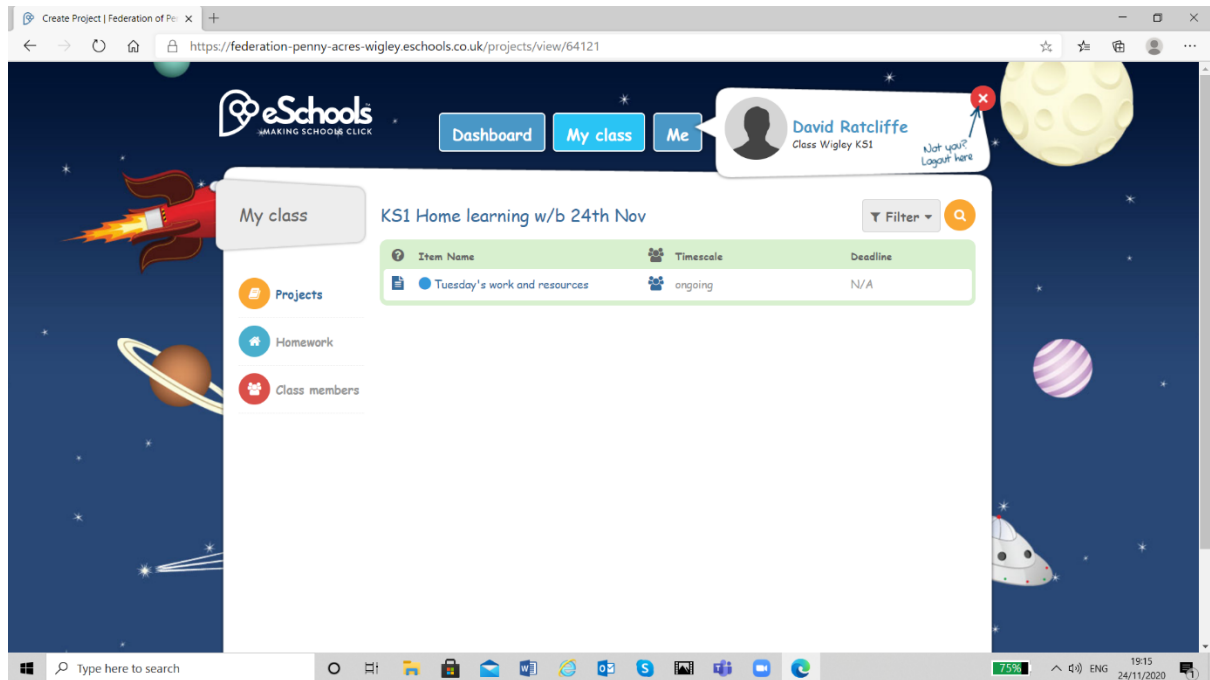
6. Your child can also change their background to a rainbow theme should they so wish.

7. Your child's work can be found in the 'My class' area of their Virtual Office. See the example screenshot below.





8. Within the project folder, you will find daily work. See the example screen shot below.



9. Each day's page will explain the work and contain all of the necessary resources.

I hope this guide has been straightforward to use and easy to follow.

As I've said, if you have any problems, please don't hesitate to get in touch with school.

Mr D.Ratcliffe