



24/06/21

Dear Parents/Carers,

RE: Remote Learning Weeks – Trips & Distance Learning

As you are already aware, due to the work taking place by our building contractors, learners will unfortunately be unable to attend the academy site during the final week of this academic year. This is to ensure that critical work can take place which will enable the academy to be ready to fully reopen at the start of next academic year.

Despite the short notice from the contractors, our staff have worked hard to swiftly ensure that high-quality provision is available to all of our learners. Fortunately, we have a series of exciting trips planned along with a fantastic remote learning offer. Information about all the trips scheduled for specific year groups and how to access remote learning is detailed in the attached document.

This document also serves as a brief outline of the trips on offer. Please take the time to read through the information for your child's year group and follow the instructions to complete the consent form and register your interest. Further information regarding the trip for your child in particular will be shared in due course. It is important to note that some trips are operating on multiple days which means that your child will be selected to attend a specific day which will be detailed on the follow up letter – unfortunately there is no opportunity to change the allocated day.

The trips on offer for our **year 10 learners** have been selected based upon current areas of study as part of a more bespoke offering. As such, we will get in touch with you separately in due course with comprehensive information relating to this offering.

The trips offered during this week are designed to supplement the remote learning provision on offer. It is the expectation that all learners will be fully engaged with their online learning when they are not on trips.

While all of these trips have been heavily subsidised by the academy with the goal of making them as accessible as possible, we are requesting a voluntary contribution for all of these trips (with the exception of Year 7) if you are able to do so. By making a voluntary contribution, you are helping us to ensure that we can run these trips and trips in the future. If we do not secure the required voluntary funding for these trips, we may have to alter or cancel our plans.



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Dudley College of Technology



Beacon Hill Academy

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Principal: Sukhjot Dhami



We require that all consent forms and voluntary contributions for years 7-9 are made by **Thursday 1st July 2021** to allow us enough time to finalise these arrangements. Consent/medical forms and voluntary payment links will be made available to Year 10 in due course.

The consent/medical forms for all of these trips can be accessed via the Weduc app or website. To access these forms, login to the app/website, go to the “Forms” section and select the appropriate form. Then, simply complete the form as directed and submit. If you have any technical issues with Weduc, please contact helpline@beaconhillacademy.org.uk.

Should you have any queries regarding any of these trips, please contact the trip leader directly via the email listed.

Thank you, as always, for your ongoing support.

Yours faithfully,

Mr S Dhami
Principal



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BEACON HILL ACADEMY

APPENDIX: REMOTE LEARNING WEEK



Date(s): 12/07/21 – 16/07/21

Lead(s): Senior Leadership Team; Curriculum Team Leaders; Corporate Administrator

TRIPS & VISITS INFORMATION

Year 7 – Thomas Dudley (Careers)

Date(s): 12/07/21 – 15/07/21 **Cost:** Free

Trip Leader: Mr H Mahey – HMahey@beaconhillacademy.org.uk

Consent Form: “Year 7 RLW Consent Form” on Weduc

We are delighted to confirm that as part of the Trust wide careers strategy, all Year 7 learners will have the opportunity to visit Thomas Dudley Ltd. Thomas Dudley Ltd is a family owned UK manufacturing business based in Dudley. The visit will take place as follows and will include a tour alongside multiple careers focused activities.

The trips will operate 12th July – 15th July 2021 between 09:00 and 14:30. Learners will be expected to arrive at school and wear full school uniform for this visit. A packed lunch will be required on the day, apart from free school meal learners, where this will be provided via the school catering facilities. The trip will be spread across the four days, (with your child selected to attend on a specific date), with two tutor groups per day to ensure we are adhering to COVID-19 restrictions and protocols.

Year 8 – Dudley Zoo & Castle (History)

Date(s): 12/07/21 – 15/07/21 **Cost:** £5.00 Voluntary Contribution

Trip Leader: Mr H Warburton – HWarbourton@beaconhillacademy.org.uk

Consent Form: “Year 8 RLW Consent Form” on Weduc

The History department at Beacon Hill Academy is delighted to offer the opportunity to all year 8 learners to visit Dudley Zoo & Castle during the final week of term. Dudley Castle has a rich history, dating back to the Norman Conquest and the trip will allow learners to discover this fascinating local history. It will develop their understanding of how and why the site was established and how the site has changed over the course of its history.

Transportation to Dudley Castle will leave school at 09:45 and learners will leave arrive back at school for 13:30. The trip will be spread across four days, (with your child selected to attend on a specific date), Monday 12th July to Thursday 15th July, with two tutor groups per day to ensure we are adhering to COVID-19 restrictions and protocols.

Year 9 – Drayton Manor (STEM)

Date(s): 12/07/21 – 15/07/21

Cost: £10.00 Voluntary Contribution

Trip Leader: Mr C Moss – CMoss@beaconhillacademy.org.uk

Consent Form: “Year 9 RLW Consent Form” on Weduc

‘Learning that Inspires’ continues to be a key focus as Beacon Hill Academy. We believe that STEM (Science, Technology, Engineering and Maths) plays a key role in the world today and it is vital that learners get the opportunity to experience STEM in real life situations. As part of the year 9 Design Technology curriculum, learners have been focusing on theme parks and how STEM is at the forefront of this technology.

Learners will be taken to Drayton Manor where they can see and feel how STEM has helped create the wonderful attractions that we see around the world. From the engineering involved in creating the rides to the Mathematics and Science involved in the angles and G force they feel as they plummet through vertical drops, learners will get a fantastic opportunity to experience this first-hand.

MICROSOFT TEAMS DISTANCE LEARNING GUIDE

Getting Started on Microsoft Teams to Access Your Learning During the Final Week of Term

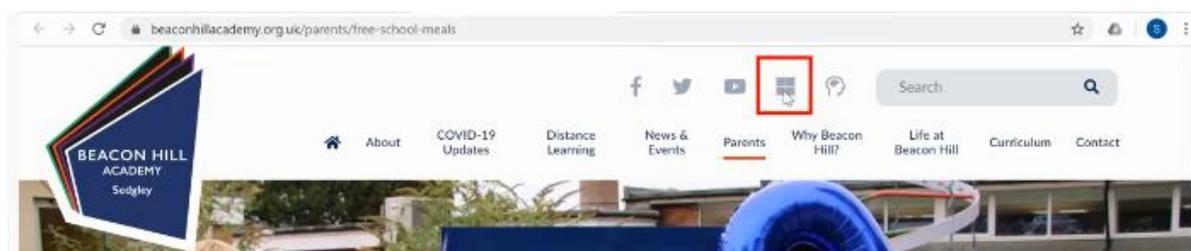
Learners require their username and password to access their email account. As we now use RM Unify, these details will be the same as those learners use to log in to school computers. Should you require support with this, please ensure that you contact the academy’s helpline service (helpline@beaconhillacademy.org.uk) prior to the final week of school.

Please note that learners email addresses are the same as their school computer usernames, followed by @beaconhillacademy.org.uk. For example, if their school computer user name was smithjl their email address would be smithjl@beaconhillacademy.org.uk.

How to Access Pre-Recorded Lessons

Once you have identified your username and password, load the Beacon Hill Academy website <https://www.beaconhillacademy.org.uk/>

On the home page, just underneath the address bar, there are four small squares which comprise the Microsoft logo (highlighted by the red square below). Click on this logo. Unless you are already logged in to your account, this will redirect you to a Microsoft sign in page.



Enter your email address and click ‘Next’. You will then be taken to an RM Unify login page.

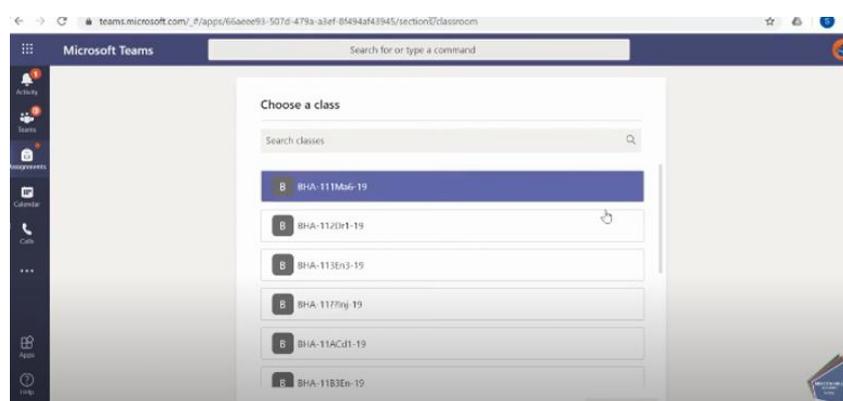
Enter your password in the box and click Sign in. This will then redirect you to the Microsoft 365 home page.

Click 'Teams' as highlighted below:



The page which loads should be similar to the one below. On the left-hand side of the screen are the following icons:

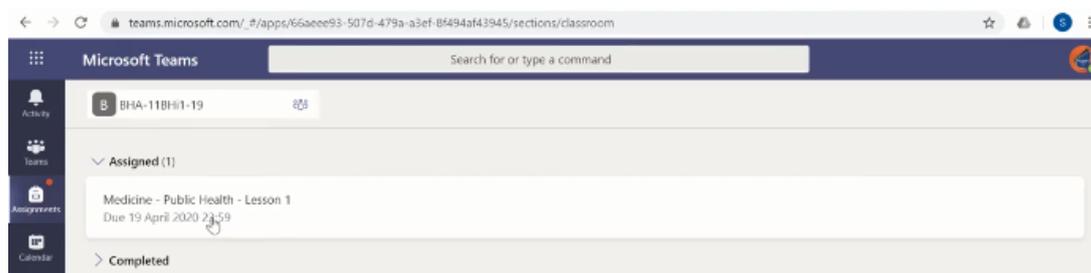
- 'Activity' – a log which charts the work that has been set, completed or feedback returned
- 'Assignments' – shows all the classes you belong to.



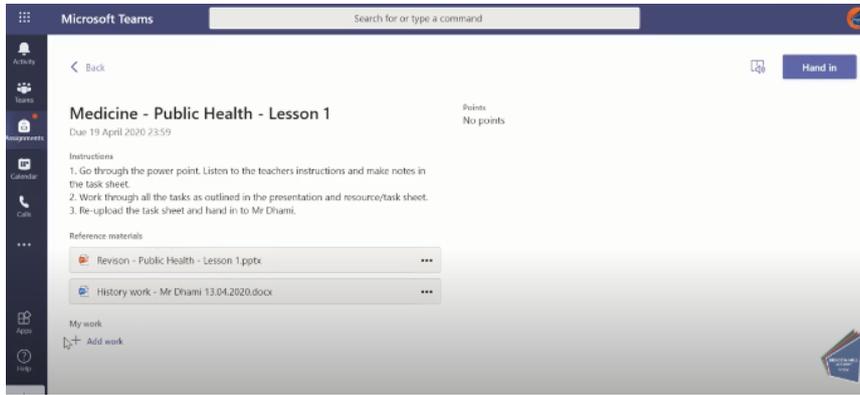
Select a relevant class e.g. English, Math or Science by clicking it (a tick should appear) and then click 'Next.'

A new page will load showing all of the assignments set by the teacher. Each assignment should show the subject, topic, number (e.g. Lesson 1) and date due.

Load the relevant lesson by clicking on it as shown below:



Specific instructions of how to complete the lesson, along with the pre-recorded lesson PowerPoint and any other relevant attachments such as work sheets are available in the 'Reference materials' section – these can be loaded by clicking on the icon.



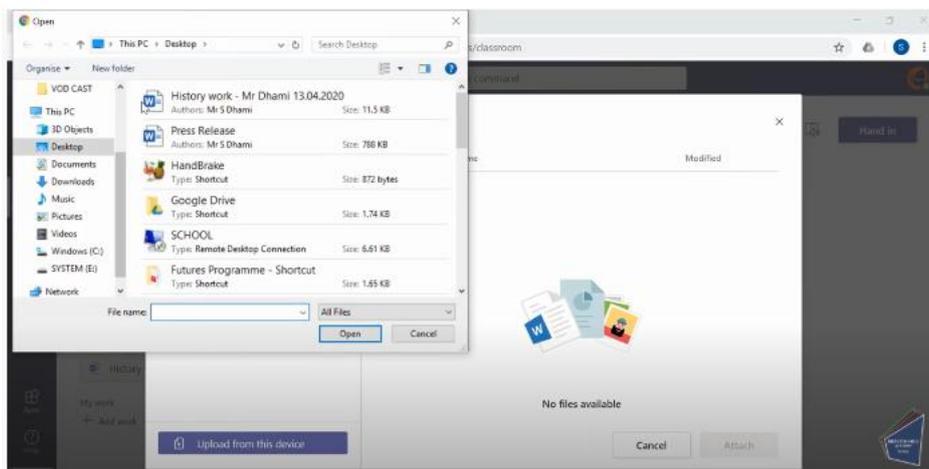
Some PowerPoint slides which form part of the prerecorded lessons will have accompanying 'voice overs' and directions as to how long to spend completing a task.

Learners need to remember to save their work to either their computer or OneDrive.

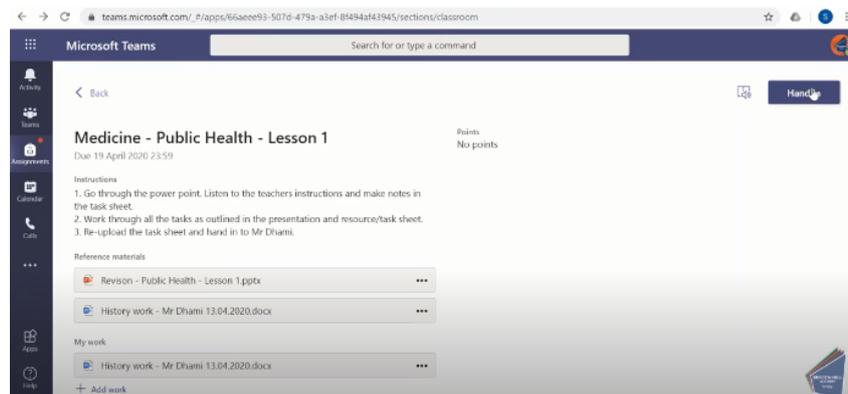
How to Upload Completed Work

Click on the 'Add work' icon which is located in the 'My work' section of the page.

Depending on where you have chosen to store your work, you need either need browse your OneDrive or select 'Upload from this device' and then locate the file on your computer. Once you have found your file, click "Attach" or "Open" (as shown below). This will upload the work - click 'Done' when this process has finished.



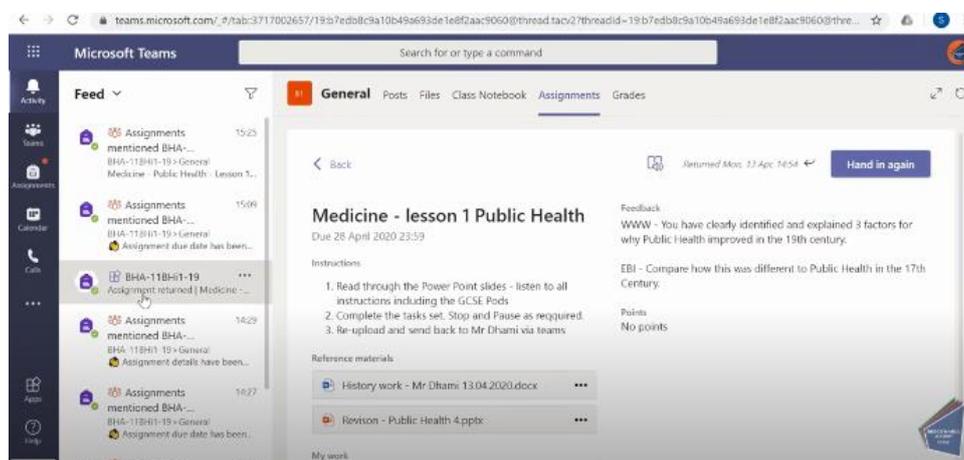
The learner's work (file/document) then needs to be 'Handed in' by clicking the icon (as shown below).



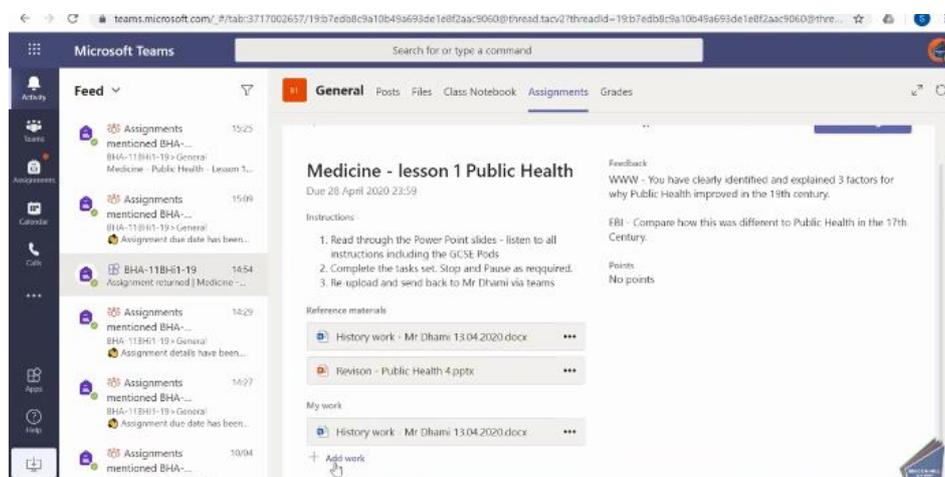
A confirmation of 'Hand in,' including details of the time and date of the submission will then appear.

Teacher Feedback

Any teacher feedback which has been sent to you can be found by selecting the 'Activity' icon in the left-hand toolbar. Such feedback will be identified by being labelled as 'Assignment returned' as shown below. By clicking on the relevant assignment, you can access 'What Went Well' & 'Even Better If' comments from your teacher.



To make the necessary improvements, you can select your previously submitted work which appears under the 'My work' section and amend it accordingly. You need to remember to save any amendments.



You then need to select 'Add work' which will enable you to upload the work which has been amended. As per point 11, the student then needs to 'Hand in' again.

Further Support

Should you require further support, please consult the help page on our website (<https://www.beaconhillacademy.org.uk/curriculum/covid-19-work/assignments>) or contact the Beacon Hill Academy Helpline (helpline@beaconhillacademy.org.uk).

It is important to remember that in between pre-recorded lessons you may complete work on CENTURY, GCSE Pod, Hegarty, SENECA and BBC Bitesize.