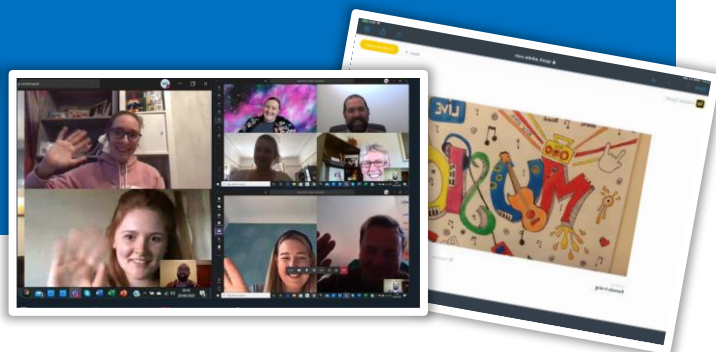




# FORFAR ACADEMY

## Virtual

Everything you need to know about our early change of timetable in May 2020



## What is Forfar Virtual Academy?

School is staying closed for now. We want all of our pupils to keep learning and get a head start on their courses for next year. This guide explains to parents and pupils how we will change timetable and move up a year, what learning will look like and how to get ready.

### When will it start?

Pupils moving into S4, S5 and S6 will start their new courses on Monday 11<sup>th</sup> May. Pupils moving into S2 and S3 will start their new courses on Monday 18<sup>th</sup> May. We are working hard to make sure that senior pupils start earlier than normal.

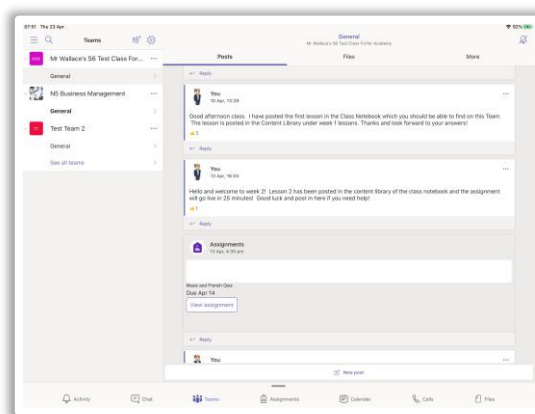
### How do I know who my new teachers are?

Your new timetable will arrive by post. This will show your new classes and teachers. We will post these on 5<sup>th</sup> May but they will probably arrive at different times for everyone. We will use the main contact address we have so [please email us](#) if you think this needs to be changed.

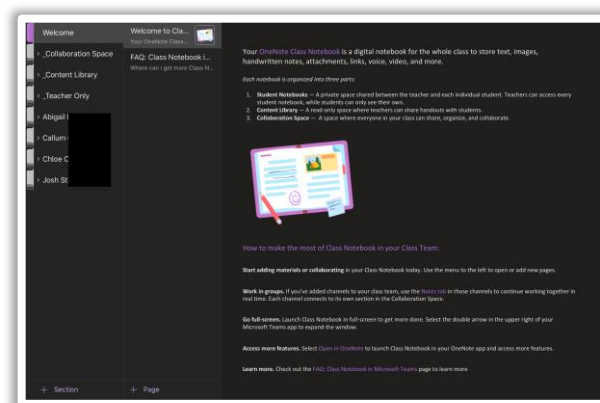
### How will it work?

For pupils in S3 to S6, teachers will create an online space for each class using Microsoft Teams and Class Notebook. These are easy to use spaces and will allow you to access lessons, do your own work and hand it in to the teacher.

For pupils moving into S2, teachers will continue to post work on the school website and up date it fortnightly.



*There will be a Teams site for each S3-6 class. This is where teachers will post updates, announcements and keep in touch with you. It's where you can ask for help too.*



*In each Team, there will be a Class Notebook. This is where you will access your lessons and do most of your work. It has a space where everyone can see the lessons and a space where you can do your own work, that only you and the teacher can see – just like your own jotter in class!*

## What do I need to do now?

All pupils moving into S4-6 should have access to a school iPad. You should make sure you have these apps installed.

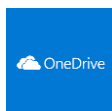
Make sure you [turn on notifications](#) for these apps so you don't miss lessons or messages from teachers.

For pupils in S3, or anyone else who wants to, you can also install these apps on other devices too. Don't worry if you can't install the app, you can access most things you will need on any internet browser.

You will need your Glow username and password to access these. [Request a reset](#) if you need to. **Do all of this now** so you can get started on time!

## Problems with your school iPad?

See the [Troubleshooting guide](#) produced by our Digital Leaders and try all the steps. If you are still stuck then email the [school office](#) for help. Don't wait until the timetable changes though, **do this now!**



Microsoft Outlook



Microsoft Teams



Microsoft OneNote



Microsoft Word



### Ingredients

- Filtered water
- almonds
- strawberries
- Sugar
- tricalcium phosphate
- Sun Flower lecithin
- Sea salt
- xanthan gum
- guar gum
- vitamin A palmitate
- vitamin D2



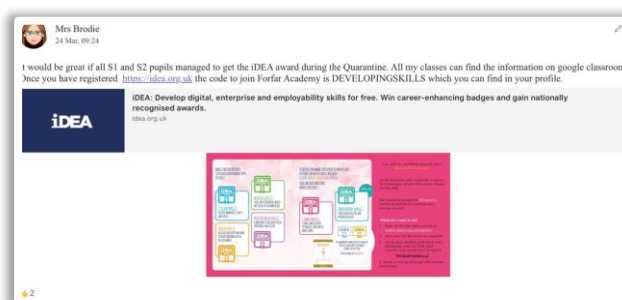
## What will the online work look like? (S3-6)

Teachers will post lessons every week. This will include:

- **Content:** for example, notes to read, worked examples to study, short clips to watch or listen to. This is the part of the lesson when your teacher would be at the front explaining something to the class.
- **Tasks:** completing these will help you understand the new content. For example, doing a mind-map, answering questions, filling-in blanks or researching a topic on your own or with others. Think of this as time you would be working on your own or in groups in the class.
- **Hand-in:** you might be asked to take a photo or screen-shot of your work, complete a quiz or assignment online or type answers in your individual space of the Class Notebook.
- **Follow-up:** your teacher might feedback to you online with comments and advice or post answers later in the week for you to check your own work.
- **Getting help:** you will be able to ask the teacher for help using Chat on Teams.

## My child is starting S2. What about them?

For pupils in our new S2 we will continue to make learning available via the school website. This will be refreshed on a fortnightly basis and pupils should try to do a range of tasks in a week. Don't try to do every subject every week. Pupils can ask questions or submit work by emailing teachers.



## Working at home – some tips

- Get into a routine every day
- Make a timetable and stick to it - use your normal school timetable if it helps
- Include every subject and build in breaks
- Turn on notifications so you don't miss updates
- Check every Team regularly - at least twice a week

You can message teachers on Teams if you need help but don't expect an instant response! Remember teachers are working with lots of different classes and some are homeschooling their own children too!

Good **PHYSICAL** and **MENTAL** health are crucial right now:

Make sure you have breaks away from your screen 🍵 ☕ 🍰

Take exercise with your family staying within government guidelines 🚶 🚴 🚲

Keep in touch with friends. Phone each other or host an online quiz 🗣️

Read. 📖 It's one of the greatest pleasures in life.

Listen to music or watch a good film 🎵 🎬

Cook with or for your family - giving something to someone else is the best way to feel better yourself! 🍰 🍷 🧑‍🍳



## Problem with your timetable?



Email your PC&S teacher. See box below!

## Do I need to be online at a certain time?

No. Teachers will post lessons at least once a week and tell you when the hand-in is due. You don't need to be online at the same time as the teacher. You should get into a routine every day and make sure you spend time on every subject over the course of a week.

Some teachers might choose to offer online tutorials for small groups to go over trickier topics. These would take place using the Meetings function on Teams and will be voice only. During all online work you should behave respectfully and politely to the same standards you would in school.



Pupil Care & Support are still here to help you:

### CALLY HOUSE

Mr Preston: [r.preston@angusschools.org.uk](mailto:r.preston@angusschools.org.uk)

Mrs Ritchie: [n.ritchie@angusschools.org.uk](mailto:n.ritchie@angusschools.org.uk)

### LETHNOT HOUSE

Mr Bennett: [s.bennett@angusschools.org.uk](mailto:s.bennett@angusschools.org.uk)

Mr Martin: [b.martin@angusschools.org.uk](mailto:b.martin@angusschools.org.uk)

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