



## Baildon Church of England Primary School and Nursery

12<sup>th</sup> March 2020

Dear Parents

As a school, we have been putting in place contingency plans in case that we are required to close as a school. One of the steps which we have taken is to issue all children with their VLE (Virtual Learning Environment) passwords today. If we are required to close, teachers will be using the VLE as a means of setting and receiving work for children in their class.

We are aware that due to the fact that this has been recently updated, this is not a vehicle which we have used recently with parents and some parents will never have seen the facility. To access the VLE, please log onto <https://churchschool.home.schooljotter2.com/>

We will be issuing guidelines as to how we expect it to run in case of closure but , in the first instance, please can we ask you to ask the children to log on so as to try out the system.

Please can we make you aware that all messages are monitored by school and any inappropriate language will be flagged up on the administrator system.

Please can we ask you to remind your children that:

- They must keep passwords secret
- Bad language and inappropriate language will be monitored

This link should now be live on the school website. Navigate to the VLE and login using your child's details.

← churchschool.home.schooljotter2.com/login

Baildon CofE Primary School

### School Jotter

Username

test.pupil

Password

.....

Can't access your account?

Log In

**In our school, we celebrate being part of God's family where all respect themselves, others and the world around them. Our vision is to develop a safe, caring community of inspired, resilient lifelong learners with a spirit of curiosity, enabling them to flourish in an ever changing world.**

Coverdale Way, Baildon, Shipley, West Yorkshire, BD17 61E. Telephone: 01274 598540  
Facsimile: 01274 530018 Website: [www.baildonce.co.uk](http://www.baildonce.co.uk) email: [office@baildonce.co.uk](mailto:office@baildonce.co.uk)  
Headteacher: Mrs M Connor



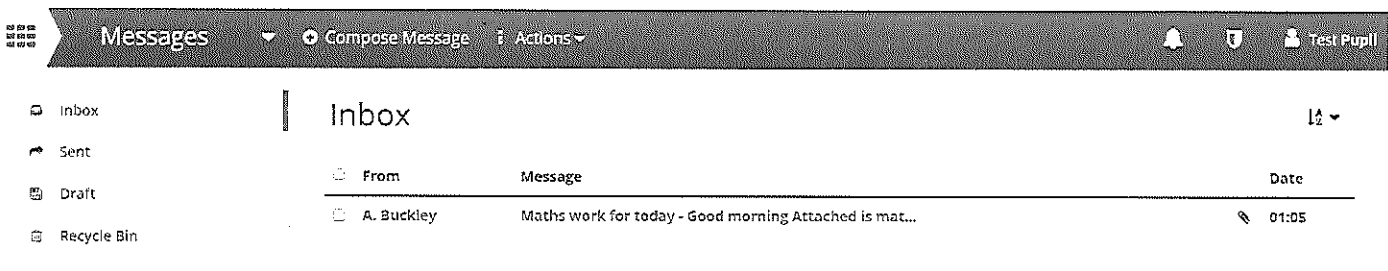
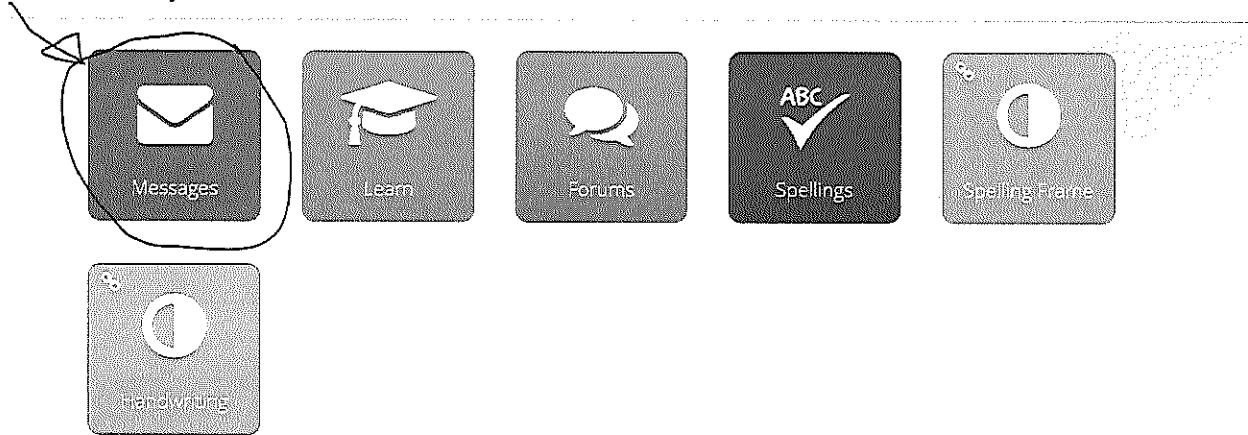
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Teachers will set work for pupils using the messaging facility. Pupils will be able to send their answers as replies for teachers to check.

Once logged in, check for new messages:

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Test Pupil



You can access each piece of work by clicking on the hyperlink to its file:

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Headteacher: Mrs M Connor



## Baildon Church of England Primary School and Nursery

Messages Compose Message Actions

Inbox Sent Draft Recycle Bin

← Maths work for today

From: A. Buckley 01:05:52

Good morning

Attached is maths work for today - please upload your answers as a word document and send back to me.

Thank you

Mr Buckley

Attachments:  
subtracting\_mixed\_numbers (1).pdf

This will then download the work to your computer. If a worksheet is a PDF and there is nowhere to record your answers, use Word or a similar program to record your child's responses. Save your completed work somewhere you will be able to find it again.

To send a response to a teacher, please click "compose message" you will then need to add your child's teacher to their address book.

Messages

Inbox Sent Draft Recycle Bin

Compose

To \*

Subject

Message

Attach Files

Send Save Draft Cancel

The best way to do this is to search for the teacher's name and click "filter"

Messages

Inbox Sent

Address Book

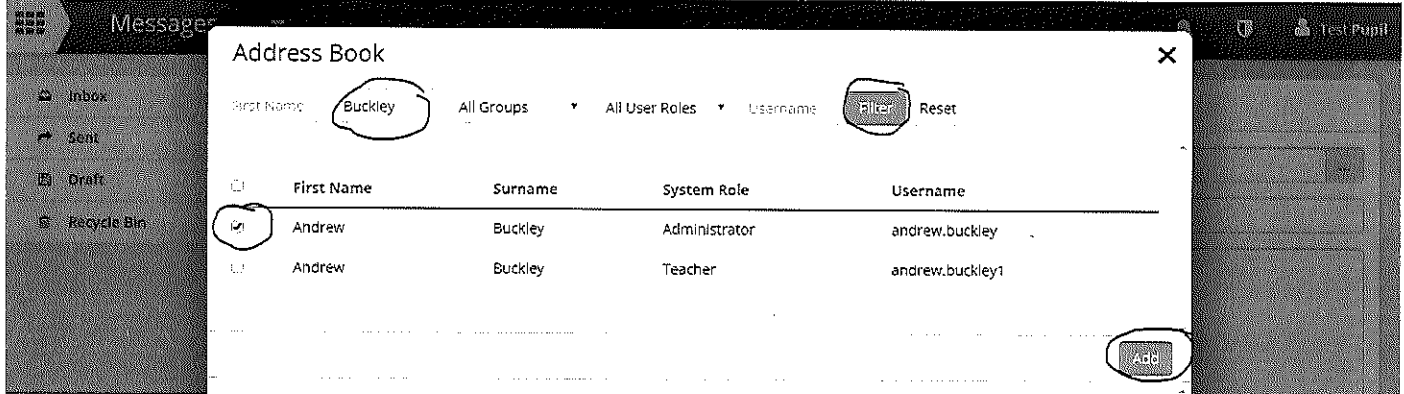
First Name Surname All Groups All User Roles Username Filter Reset

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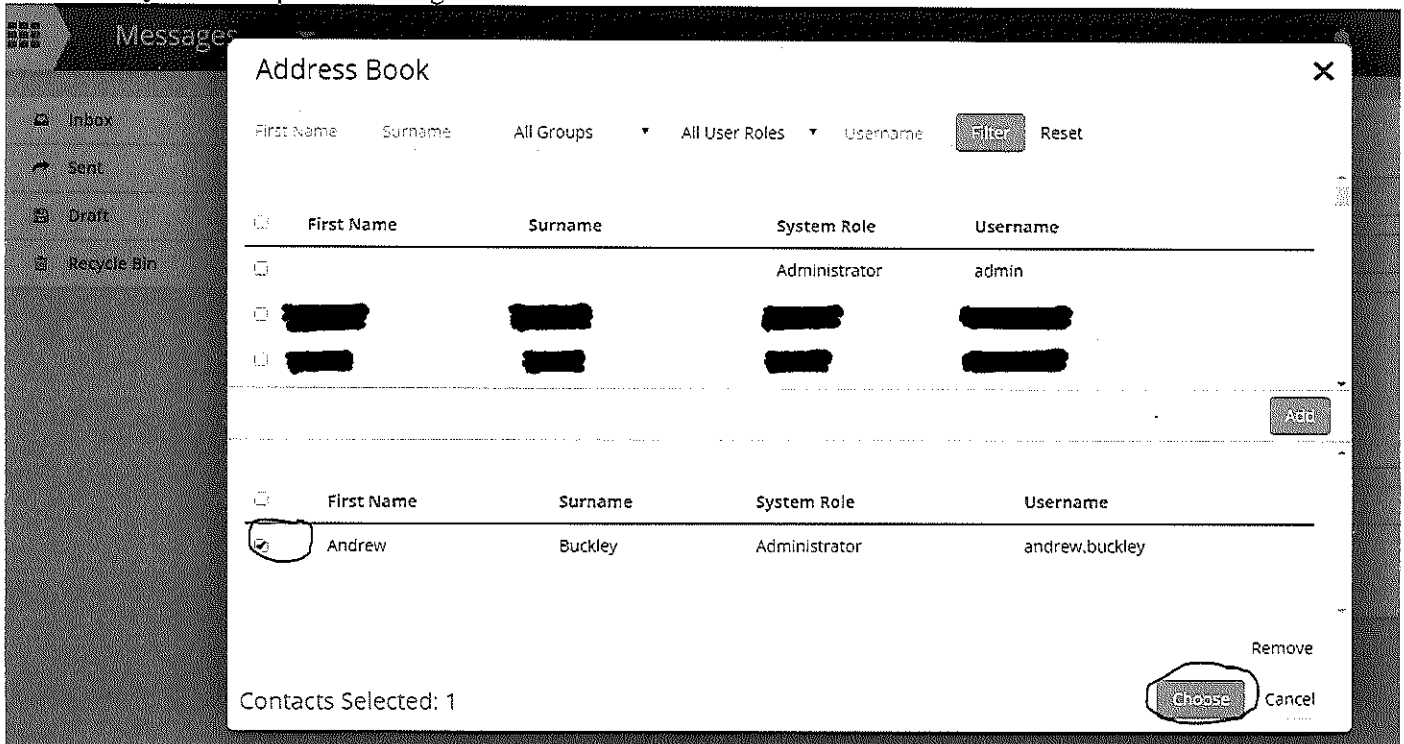


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Add them to your address book by selecting their name and clicking “add”



Once they are added to the address book, click their name within the address book and click “Choose” – this will enable you to compose a message to the teacher

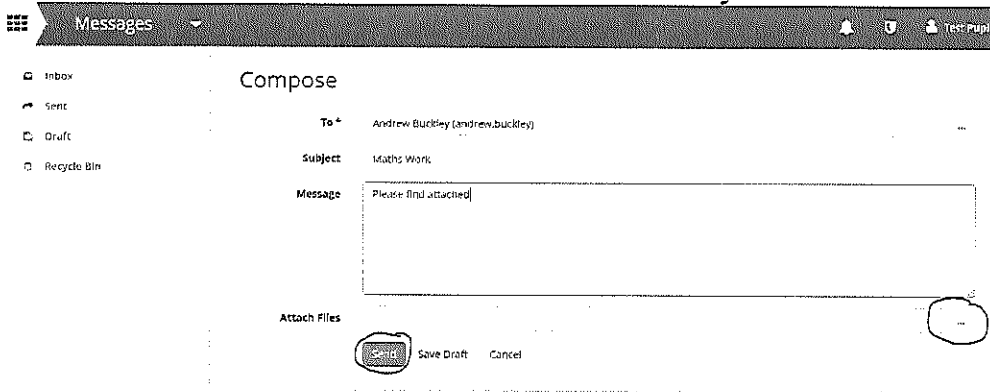


It is then easy to send your work to the teacher – upload the work as an attachment:

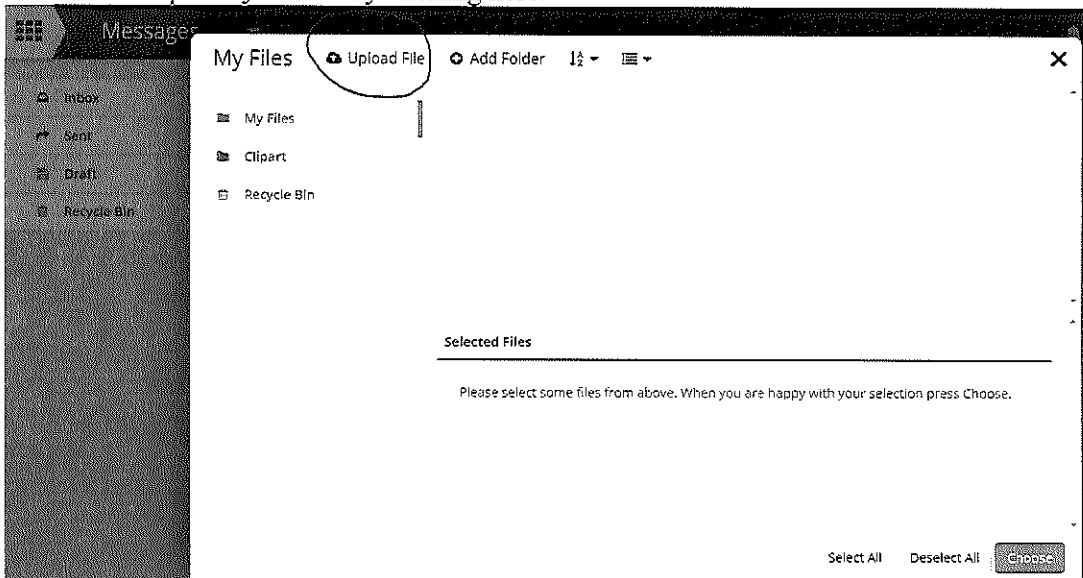
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You need to upload your file by clicking here:

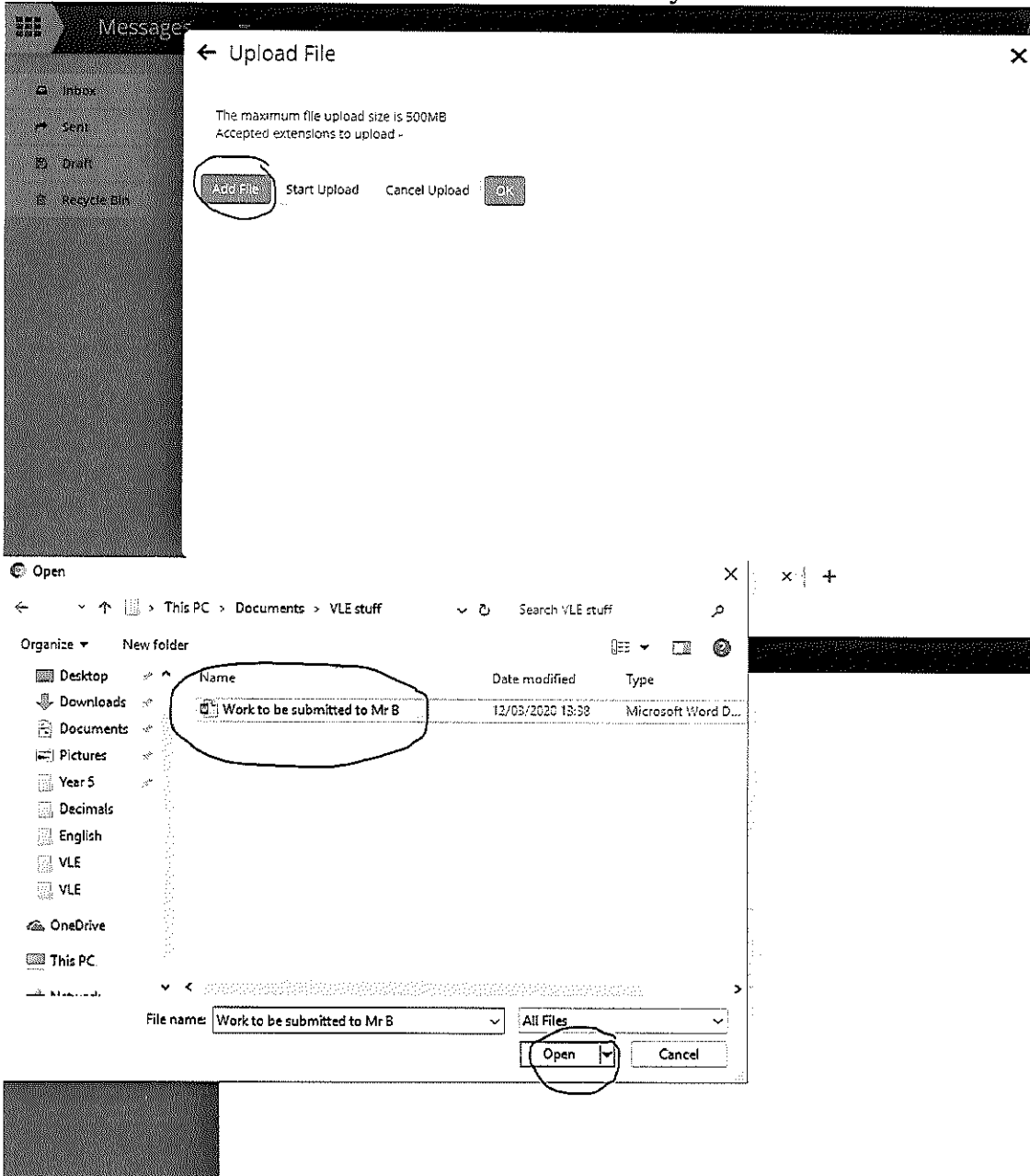


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My Files

Upload File

Add Folder

1/2

☰

X

My Files

Clipart

Recycle Bin



Work to be



Selected Files

Please select some files from above. When you are happy with your selection press Choose.

Select All

Deselect All

Choose

Once your file is uploaded, choose it from your "My Files" and send the message to the teacher. This will then appear in the teacher's inbox.

We hope that this is useful and we will issue guidelines on how we expect to use this system so as to manage teachers' and pupils' workload in the next few days.

Yours sincerely

Mrs Mary Connor  
Headteacher

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