

6 November 2023

Re: Home Learning and Haldor Homework

Dear Parent/Carer,

The partnership between home and school is very important to us. Through 'Parent/Carer Voice' feedback last year, you asked for a better method for how we let parents and carers know exactly what home learning has been set and when it must be handed in. This year, all home learning tasks for your child are set within Microsoft Teams using the 'assignments' function, however, you have not been directly notified of what work has been set.

We have a solution to share with you. I am pleased to inform you that Fairfield now subscribes to **Haldor Homework** which allows you to see the home learning assignments set for your child within Microsoft Teams. This will help you to support your child in managing the completion of their home learning assignments each week. **Haldor Homework** lets you keep track of when home learning assignments are set and due, see the status of each task (overdue, current and completed) and view the full instructions and resources provided to your child. *Pupils will continue to access their home learning assignments through Microsoft Teams.*

Attached to this letter are instructions explaining how to use Haldor Homework for the first time and information about home learning at Fairfield. I have also attached a separate parent/carers guide produced by Haldor. Please do not hesitate to contact me at adipaola@fairfieldhighschool.co.uk if you have any questions or need help regarding home learning or Haldor Homework.

Yours sincerely



A. Di Paola

Assistant Headteacher

How to use Haldor Homework for the first time

The first time you use Haldor Homework you need to create a password for your account. You will not need to enter any details for your child when setting up an account. Haldor Homework will automatically link to your child's Microsoft Teams account. To access Haldor Homework you must:

- 1. Open a web browser and go to <https://parent.haldoredu.com>**
- 2. Click on Forgot your password** *(you can just click directly on this link)*
- 3. Enter your email* and click Submit**
- 4. You will receive an email from Haldor with a link to create a personal password****

Your password has now changed, completing the set-up of your account. You can now go to <https://parent.haldoredu.com> (or download the **Haldor Parent** app available in the Apple app store and on Google Play for Android phones) to see your child's home learning assignments.

**You must use the email address that has received this message as this is linked to your child's Microsoft Teams account.*

***If you do not receive a password reset email from Haldor, please check your junk / spam mail folder. If you are using a work email it is possible that high-level filters will block the automatic email from Haldor. If you suspect this has happened, please contact me at adipaola@fairfieldhighschool.co.uk.*

Haldor Homework and Microsoft Teams

- If you have more than one child at Fairfield you can easily switch between your children by clicking on their names on the left-hand side of the Haldor Parent webpage or app.
- Haldor Homework gives you access to Microsoft's Immersive Reader which can read the home learning instructions aloud and can translate them to over 100 different languages.
- Fairfield does not use the 'Events' or 'Messages' functions that are available in Haldor Parent. These should be blank and can be ignored within the app.
- Teachers have been instructed to set all home learning tasks on Microsoft Teams but there is not an expectation that they use the feedback function in Teams. Feedback will be provided for key home learning tasks in line with our Policy for Learning and Teaching.
- Home learning assignments are set in Microsoft Teams but this does not mean they have to be completed within Teams or on a computer/tablet/phone.
- The completion status of home learning assignments within Teams and Haldor will be one of the following:
 - **Current** – there is still time until the due date for the home learning task to be completed by. Your child may have completed the home learning task assignment but if they have not clicked 'Hand-In', then Microsoft Teams will classify it as Current.
 - **Overdue** – once the deadline has passed,, Microsoft Teams automatically classifies the assignment as overdue. Your child may have completed the home learning task, but if they have not clicked 'Hand-In', Microsoft Teams will assume it has not been completed. It is the responsibility of pupils to click 'Hand-In' for each assignment.
 - **Completed** – your child has clicked 'Hand-In' for the assignment. They may not have submitted their work for the Home Learning assignment through Teams but, by clicking 'Hand-In' and moving the assignment to Completed, this helps them to manage their outstanding home learning assignments to be completed.

Home Learning at Fairfield

- **Type of home learning** - Home learning tasks are categorised as (i) reading (ii) creative (iii) revision or (iv) practice to help pupils understand what type of home learning task they need to complete.
- **Sanctions** - If home learning tasks are not handed in by the deadline, a 10-minute same-day detention with the teacher will be set. If this happens for a second time, a 30-minute after-school detention with the teacher will be set and, for the third time, it will be a 30-minute detention with the Head of Faculty. 24 hours' notice will be given to parents/carers if a 30-minute (14:45-15:15) detention is set, in line with school policy.
- **Independent Learning** - Teachers have been asked to ensure that home learning tasks can be completed independently by all pupils at home. If you feel your child needs more help to complete their home learning assignments, please contact your child's teacher in the first instance.
- **Support** – there is various support available to help pupils complete their home learning. Teachers can provide extra help when needed. The Maths Faculty hosts a weekly lunchtime Sparx Home Learning Club. There is a Study Club in the School Library after-school on Mondays, Thursdays and Fridays. Home learning help is available every day in Student Support at lunchtime. Also, the School Library is open to pupils before the start of the school day, at break time and at lunchtime for pupils to complete home learning and access computers.
- **Minimum Time** - Pupils will be told a minimum time to spend on home learning tasks, typically 30 to 60 minutes depending on the subject, task and year group. If you feel your child has spent long enough on a home learning task but it has not been completed, please provide a note to your child's teacher explaining this. We do not want pupils staying up past their bedtime, spending longer than intended on home learning tasks.
- **Maths** - Maths Sparx home learning is set every week, except during assessment windows, and all pupils have a deadline of Wednesday morning to complete this by.