



Hamilton-Wentworth Catholic District School Board
Believing, Achieving, Serving

September 8, 2020

Dear Parents/Guardians of Virtual Elementary School Students:

We would like to welcome you and your children to our new virtual school! Staff are busy making final arrangements for the first day of the virtual school on Monday, September 14th, 2020. Your child will be contacted by their virtual teacher by the end of this week with your child's schedule. The schedule will be broken down by subject being taught and which parts will be synchronous (live interaction with teacher) and asynchronous (students can work independently on tasks offline).

In advance of September 14th, you are encouraged to prepare your child for online learning by doing the following:

- (1) Setting up a quiet, but supervised location for your child(ren) to work remotely;
- (2) Making sure that the computer device your child will be using has access to a strong Wi-Fi signal, as the majority of the day will be live synchronous learning. Your child(ren) will be using the myClass LMS site to communicate, share ideas, post responses and upload assignments, and tests throughout the week. Microsoft TEAMS will be the communication platform as Skype is no longer going to be used. Students can access both myClass and TEAMS using their mySite landing page. The TEAMS platform works best using the downloadable app instead of using the web browser version so please ensure that this app is downloaded prior to Monday. It is encouraged that parents/guardians go online with their child(ren) to ensure that they are familiar with the myClass platform, which is the same platform that students have been using since March 2020. Younger children will definitely need your support throughout each school day to keep them on track and on task. Note: Parents/guardians of students in Year 1 of Kindergarten will receive a login and password for their child as they are new to the school system;
- (3) The computer device used for student work should be able to save documents in the WORD, EXCEL and PDF formats so that they can be uploaded to myClass;
- (4) Students must be online every school day as the teacher will take attendance;
- (5) Parents can log on to the Parent Portal via the home school's website and monitor performance and task deadlines for their child(ren); and,

continued...

(6) If any issues arise, parents/guardians are strongly encouraged to contact their child(ren)'s virtual teacher first. Mrs. C. Varrasso is the Vice-Principal of the Virtual School and can be contacted for additional issues.

Thank you for your understanding and support in this endeavour.

Elementary Virtual School Parent Forum

Managing Synchronous Learning at Home: A Microsoft TEAMS forum for Parents & Guardians

Parents and guardians are invited to participate in a live online TEAMS session on Thursday, September 10, 2020 from 7:00 - 8:00 p.m. The purpose of the forum is to provide guidance for parents as they support their children with synchronous and asynchronous learning in the new virtual school.

Topics include:

- Overview – Introductions and overview of Virtual School: How to prepare my child for learning remotely?;
- Structure of the Day for Elementary Students – each division sample day schedule, digital citizenship, attendance, online safety and privacy; and,
- Tutorial for navigation - (Teams/myClass/Parent Portal) - multiple children during synchronous learning

Following the session, participants will receive a summary of key resources shared during the session and will be invited to provide suggestions for potential future session topics.

Please click here [click here](#) to register. Registration closes at 4:00 p.m. Wednesday, September 9th. Registrants will receive information to log into the session by email.

Sincerely,



Carolyn Varrasso,
Virtual School Vice-Principal

Sincerely,



Gregory J. Tabone,
Assistant Superintendent of Education.