Wednesday 28th September 2022

Dear Parent/Carer,

Now that our new pupils have settled in and, on the most part, found their way around, I thought I would write to you to formally welcome you to our school community. We are delighted that you have chosen to trust your child's education to us and excited to share their journey through CMS with you. I hope that you have found the transition process helpful and that you feel that your child is happy at school. We aim high at Codsall Middle, but we accept we can't do everything perfectly, so if you have any feedback, questions, positive comments or concerns, we are always pleased to hear from you.

We are aware that there is a lot of new information for pupils and parents. I hope this letter will go some way to providing the basic information you need, but we will also be holding an information evening where you will be able to get more details.

'CMS 101' Information Evening

We would like to invite you to a **'CMS 101'** evening on **Monday October 10th at 6pm**. This will give you information about all of the basics including Go4Schools, behaviour points, Accelerated Reader and other curriculum platforms, how we assess, accessing reports and booking for parents' evenings.

At the beginning of this meeting, there will also be important information about the planned **residentials for 2022-23** which will be essential in making your decision about whether your child attends so, if you are interested in your child attending the residential, it is **important** that you attend at least the beginning of the 'CMS 101' evening.

Most importantly, the evening will be a chance to say hello, ask questions and put names to faces.

If you would like to attend, please visit https://codsallms.schoolcloud.co.uk/ or use this QR code to take you to the school cloud booking system. You can sign in to this site by just filling in your details, making sure that you use the email address that you shared with school. If you need any help, please contact the school office who will be happy to help.

Codsall Middle School
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Website: www.codsall-middle.staffs.sch.uk

@codsall_middle

Headteacher: Mr P J Bowers MAEd

Codsall
Multi-Academy Trust

Lost Property

We always try to get named items back to their owners, but if your child has lost something, please pop into reception and we'll point you towards our collection of lost property. This pile is ever-growing so I whole-heartedly recommend that you name everything that you can!

I hope the information that accompanies this letter will go some way to providing the basics for getting started at CMS, but if you ever have any queries, however small, please do get in touch. A quick email can often go a long way to reducing frustration! I appreciate that it is quite long but I hope you will find the attached information a useful 'keepsake' for future reference. Perhaps print it out and pop it on the fridge!

I hope to see you in school on Monday 10th October at 6pm.

Yours sincerely

Mrs K Reade
Head of School

A 'Print and Keep' Guide to the CMS Basics

Logins and Passwords in the Pupil Planner

We use a number of online platforms to support pupils' learning. We don't want to confuse or overwhelm parents and pupils so we take our time setting children up with them. Over this term, your child will receive account information and be taught how to access them and record their passwords/usernames on these very important pages in their planner:

PUPIL USEFUL LOGINS AND PASSWORDS

School network login:

School network password:_____

Go4 Login:_____

Email:

Accelerated Reader https://ukhosted74.renlearn.co.uk/2249950

Username: _____

Password:_____

ZPD:

SPAG.COM - www.spag.com:

Username: _____

Password:

Spelling Shed – www.spellingshed.com:

Username: _____

Password:_____

TT Rockstars - www.ttrockstars.com:

Username: _____

Password:_____

3

PUPIL USEFUL LOGINS AND PASSWORDS cont

MyMaths - www.mymaths.co.uk:

Username:

Password:_____

Babelzone - www.lcfclubs.com/babelzonenew:

Username:

Password:

Atantot - www.atantot.com:

Username:

Password:

Linguascope - www.linguascope.com:

Username: _____

Password:_____

Additional information

_____

_____

_____

4

A brief overview

- The school network login will be needed to access any computer in school.
- A pupil will have their own school email address. This is essential for remote learning and the use of Teams so it's important pupils keep the password safe!
- Once they have their own school email address, pupils can create a Go4Schools account through the pupil sign in page and clicking the *first time user* link.
- Accelerated Reader – please note the school-specific address and bookmark it at home. When pupils think their password isn't working, it is most often because they are using the wrong address.
- Other details on this page are for platforms used in lessons and for homework.

Pupil emails

Each pupil will receive a school email. This QR code will take you to a help document on the school website to get you started.
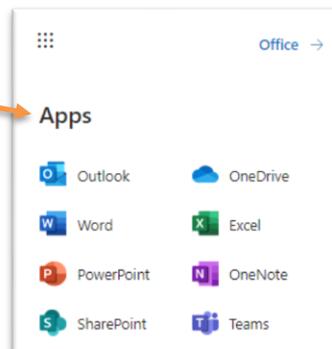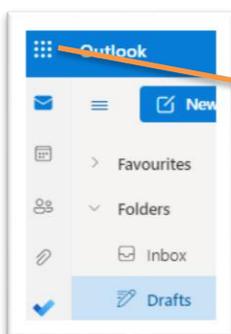

We recommend that pupils access their email **through Outlook 365** as this gives them access to Teams and other Microsoft applications like Word and Powerpoint. This QR code will take you to the Outlook 365 sign in page.

Useful points to note about school email:
- This email address will be useful in accessing Go4Schools and is key to remote learning. Pupils can also email their teachers if they need help with homework or other matters.
- We highly recommend that once pupils have set their email password in school, they write it down and don't change it unless absolutely necessary.
- It is useful for pupils to practise logging into their email at home.
- The Responsible Internet Use Policy in the pupil planner sets out the expectations of pupil behaviour in using school emails.
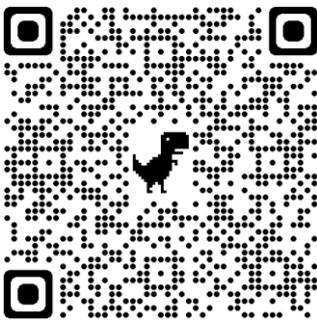

Through their email, pupils have access to Microsoft apps. Getting to know Teams will be useful for them. We will practise in school but help at home will be very beneficial.
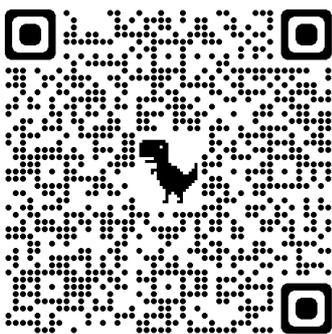
Go4Schools

Go4Schools is our online platform which provides a wealth of information for parents. It offers up-to-date, live information about behaviour, attendance, timetable and homework, as well as their school reports – using this platform daily or weekly should mean that you are exceptionally well informed about your child's school day.

To help you get started with Go4Schools, this document of the school website will help.

https://www.codsallmiddleschool.com/_files/ugd/3939d2_296a32ac80aa4b2998bb1e50d9884c2f.pdf

This QR code will take you to the parent sign in page:

Useful points to note about Go4Schools:

- We don't need to give you log in details. Simply click the *first time user* link to get started.
- The desktop site gives more detail and depth, the app will provide a quick overview.
- Reports are only viewable on the desktop app.
- Set up notifications to hear about your child's behaviour or homework every day.
- You can retrieve your password at any time by clicking the forgotten password link.
- Don't forget to keep us up-to-date with any changes in your email address.

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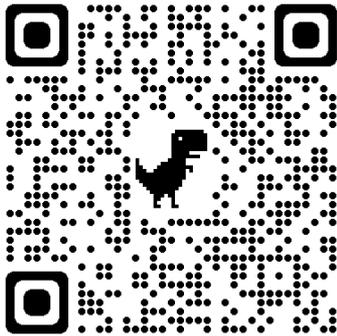Website: www.codsall-middle.staffs.sch.uk

@codsall_middle

Headteacher: Mr P J Bowers MAEd

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Accelerated Reader

Accelerated Reader (AR) is a platform that we have found highly impactful in accelerating progress with reading and encouraging reading for pleasure. Pupils log into this school specific site:

https://ukhosted74.renlearn.co.uk/2249950/

Useful points to note about Accelerated Reader:

- Pupils are given a reading range (called a ZPD), worked out from an initial STAR reading test.
- Once they have a ZPD, pupils can choose from that range in our library – and we suggest that when you buy books you use their ZPD as a guide. The site AR Bookfinder (www.arbookfind.co.uk) will help you find a book's ZPD.
- After completing a reading book, at home or at school, pupils log into AR and complete a book quiz. This tells us how well the pupils have understood the book.
- For every quiz a pupil passes, they earn 'words'. These words add to their own word count, which will help them move up the league table. This motivates pupils very well!
- We expect pupils to quiz regularly – perhaps once a month, depending on the length of the book.
- If pupils are failing quizzes, this could mean they are not understanding what they are reading. We will have a close eye on this, but if you become concerned, do get in touch with your child's English teacher.
- Being a good reader is about more than simply reading the words. When you listen to your child reading, ask them *why* questions to check their understanding.