



# Saint Paul's Catholic High School

4<sup>th</sup> February 2021

Dear Parents/Carers

## Remote Learning Update

I hope you and your children are all safe and well.

I am writing to you with an update regarding the school's remote learning offer, specifically relating to assessment and feedback.

We are immensely proud of the quality of work being submitted by our pupils, the dedication and resilience of our pupils reflects passion for their subjects across the school. If your child needs support with any aspects of working remotely please contact your child's Progress Leader or the school directly, we will be more than happy to assist you.

We are in the second week of composing and sharing our celebratory videos of pupil work. Staff have been nominating pupils for both academic and personal achievements with all nominations shared within our videos. The videos are available on the school website as well as our social media pages, please take a look. We will continue to send certificates to congratulate pupils for their hard work.

To ensure we have consistency across all subjects for submission of we will be using the Class Notebook function within Microsoft Teams. Within Class Notebook pupils have access to Individual Student Notebooks. This in effect acts as a ring binder for their work; teachers have assigned four areas within each student's folder for each subject for: completed work, class notes, handouts and assessments.

We have been trialling this this week in school with the aim of using this method of submission of work from Monday 8<sup>th</sup> February. The school's Remote Learning Portal on the school web site contains lots of useful information on how to access our remote learning offer including step by step guidance and videos. A tutorial video will be available within the Remote Learning Portal to demonstrate how to submit work on Monday. However, class teachers will be guiding pupils through the process during lesson time. This is a new way of submitting work and gaining feedback and we are excited to see how this evolves for both staff and pupils.

An additional feature within Class Notebook is that it allows teachers to annotate feedback directly onto pupils work or provide feedback to the whole class. We believe this will reduce time spent submitting work to teachers as we develop a whole school approach with the same expectation for each subject/ teacher.

**BELONG BELIEVE ACHIEVE**

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**Mr A.Hren Headteacher**





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For those students using a phone or tablet, either Apple or Android, as with the other areas of Remote Learning, Class Notebook is part of Microsoft Teams and Microsoft Office 365. Each application from Office 365 is available in either the Apple App Store or Google Play Store. Applications that should be installed on your child's device include:

**Microsoft Word, Microsoft Excel, Microsoft PowerPoint** for working with files from the Remote Learning Portal

**Microsoft SharePoint**, the Remote Learning Portal is a SharePoint site, this application will simplify access to it from mobile devices.

**Microsoft Teams**, for easier access to Live Lessons and Registration

**Microsoft OneNote**, to simplify access to Class Notebook from mobile devices.

All children at Saint Pauls have access to a free copy of Microsoft Office for use on their desktop/laptop or Apple Mac while they are on roll. This can be accessed by logging in to Microsoft Office 365 at <http://portal.office.com> and logging in with the students email address and password. The Install Office option can be found in the top right hand corner



Finally, we have now launched 'myON', our new digital platform which will allow our students unlimited access to thousands of enhanced digital books. Pupils have been both sent a letter explaining the benefits of 'myON' for both them and you, along with instructions and their usernames and passwords via email. Many classes are already logging in and using 'myON' this week within their English lessons.

Thank you for all your continued support.

Yours sincerely,

Mrs Cooper

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