



26-03-2020

Dear parent/guardian,

As a school we maintain our commitment to ensuring that pupils have access to high quality meaningful work for whatever length of time the school is closed. Initially we have done this through the classroom cloud on the school website. But, having listened to feedback and through consultation with various stakeholders, we have decided to move our working arrangements to a different system.

Over the next week we will be migrating to using Outlook 365 and specifically Microsoft Teams for the setting and return of work. All pupils have access to this via their school email address. Pupils were given instructions on how to access their school emails in the last week of school. This system has been designed for pupils to be able to be set and return work in an easy and straightforward way. We believe this will significantly enhance their provision during this challenging time. Microsoft Teams is available via the web browser version of their Outlook email, but is also available as a desktop app for Windows devices, and on the app store for both Android and Apple devices.

Pupils will be added to a 'team' for each of their subjects. Work will be set as assignments by the pupil's class teacher. These assignments will have tasks and work to complete and return to the teacher. This will enable their class teachers to monitor the students' progress. There is a facility to chat within the team so pupils can ask for help, or indeed help one another. There is also the facility to add more extended work through the OneNote system which some teachers will utilise. It is important that pupils check their Outlook emails regularly for updates and work.

We must urge that during this extended school closure that pupils are completing work so that they do not fall behind with their progress. We hope that this system will make it easier to do this.

This system will take a little time to be fully operational, but we anticipate that all work will be set using this system by Friday 3rd April. We ask that all students use the system responsibly and follow the school's ICT code of conduct at all times.

FAQs

How does my son/daughter log in to their school Outlook?

Visit the school website www.prestatynhigh.co.uk and click on the school email button. The email address is the year the pupil started at PHS, followed by their initial and surname. E.g. if Joe Bloggs was in year 7 it would be 19jbloggs@prestatynhighstudents.co.uk the password is the same as the one to log in to the school computers. Teams can be accessed by pushing the 9 dots in the top left corner.

How often will my son/daughter be expected to complete work?

It is expected that each subject will set at least one piece of work per week, with more work from those subjects they have more lessons in (e.g. Maths, English, science)

How is the work handed in?

Work can be completed on a word document and pupils hand it in via teams. A handy video guide is here: <https://youtu.be/O6XcIVR6hH4>

What if we have trouble logging in or submitting work?

Please contact out ICT support team by emailing support@prestatynhigh.co.uk

We thank you for your support in this difficult time, and hope to continue utilising this platform once school returns.

Yours sincerely,



Mr A I Barons

Assistant Headteacher: Teaching and Learning