

People Directorate
Head Teacher: T S Stevens



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Our Ref: TSS Your Ref: TS Stevens
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Dear Parent/Guardian

MICROSOFT TEAMS TO SUPPORT REMOTE LEARNING

We have almost completed our first week of remote learning. A number of you have been in touch around issues with IT which we have been able to resolve. One point that was raised, that is worth sharing, is the use of the app which your child may have downloaded onto a phone or ipad. Some are reporting that they cannot see the 'Assignment' folder. If you look across the top of the screen, there are 3 tabs, one is named "more", if you click on it, the 'Assignment' folder is in there. I have asked staff to share work giving short and clear instructions for the tasks young people have to complete. All the information is in the 'Microsoft Teams Parent and Child' guide that we have issued previously and is on the school website but if you have any concerns, please do not hesitate to contact the school.

OPTION PROCESS FOR NEXT SESSION

At this time of year, young people in S2 to S5 would start to discuss their future careers and option choices for the following year; this will be delivered through PSE. Option forms will be shared remotely and if we are still in lockdown next month, young people will be asked to complete their options online. Guidance will be in touch with your child during February to discuss their career plans and the courses they would like to study next session.

S3 REPORTS

These will be posted at the end of the week but the delivery service is taking much longer than usual so please allow for this delay which is out with our control.

COMMUNICATION WITH THE SCHOOL

Please do not contact class teachers directly. If you have any concerns, please contact your child's Guidance Teacher in the first instance via email or by telephone on the above number. This enables us to monitor common concerns that maybe occurring across year groups so that we can address them.

Thank you for your continued support and please do not hesitate to contact me at the school if you have any matters of concern that you wish to discuss.

Yours sincerely

TS Stevens

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Head Teacher