

BISHOP HEBER HIGH SCHOOL

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11th June 2020

Dear Parents and Students,

Following Mr Curry's letter to parents on Tuesday, 9th June, we are writing to update you on our latest developments to support remote learning. Last week all teaching staff received training in the use of Microsoft® Teams. Microsoft® Teams can be accessed for free through students' email accounts as part of the Microsoft® Office 365 suite. We recommend downloading the app onto phones, laptops or tablets which will enable students to receive notifications when their teachers have set work or communicated with them. Students should ensure that they can access Microsoft® Teams and email tutors if there are any issues.

In most cases teachers will use Microsoft® Teams to share resources, set assignments, provide feedback, and to communicate with their classes via posts and/or chat. Some teachers are piloting 'live' lessons with students, and we will be taking feedback from students, parents and teaching staff to evaluate the use of Microsoft® Teams and to plan for its future use. Colleagues have reported positively on the student engagement with Teams so far. However, in a few cases they have reported parents trying to log on and being present during the session. Only students using their school log ins can access Teams and non-student request will be declined for obvious safeguarding reasons. Please can we refer you again to Mr Curry's letter and his request to parents they do not sit-in on such sessions.

A guide for parents and students is at the end of this letter for you to refer to. Once logged on students should access the Student Team where there are resources including a video guide to using Microsoft® Teams. Teachers will continue to summarise the work on Insight and email. Students and parents should check these daily from Monday to Friday. Please can you ensure your child is doing so.

You will receive a separate email from Mrs Nesbitt, our Business Manager, setting out the Expectations and Guidelines for Students, Parents and Carers for the use of Audio & Video Conferencing on Microsoft® Teams. Please complete the survey at the end of that email as soon as possible so we can continue to support your child using Microsoft® Teams. We always expect the highest possible standards in terms of behaviour and remind students that this is a learning not a social media platform (tutors are using it really well for student engagement e.g. fun quizzes).

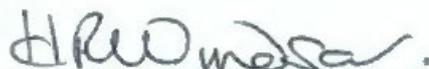
The extended projects for each subject are summarised for your child's year at the end of this letter. The subject priorities for each day were e-mailed out last week by Mr Ridley Thomas, our Deputy Headteacher.

The transition over to Microsoft® Teams will be a gradual one and we appreciate your support during these challenging times. We hope you and your families are well and safe.

Yours sincerely,



Ms U Mort
Deputy Headteacher
SLT link Year 9



Miss H Windsor
Assistant Headteacher
SLT link Years 7 and 8



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Parent and student guide to using 'Teams'

Getting started	<ol style="list-style-type: none">1. Log into teams via the school website and office365 and then select the Teams option2. Once you open Teams you will see your classes.3. A free app is available for most devices via the link below.4. If accessing directly through the internet, the latest version of edge or google chrome will work the best. <p>https://teams.microsoft.com/downloads#allDevicesSection</p>
Completing assignments	<ol style="list-style-type: none">1. Once you can see your classes, you will see a small red circle containing a number. This shows you that work has been set and waiting for you to attempt2. Follow your teacher instructions.3. You can complete the task directly on to the document. This will not alter the main version and nobody other your teacher will see your work.4. Click 'ok' once you have completed the work, you will then be prompted to click 'hand in'.5. This work will then go to your teacher.6. Alternatively, you can complete work in your exercise book or on paper. If you wanted to take a picture you could submit this instead. This will keep all your work in one place and allow your teacher to reply with feedback.7. You can use the 'chat' facility to ask your teacher questions about the work.8. We expect students to exercise the highest possible conduct when using this facility. 'Teams' is frequently monitored by senior staff and any student not using it correctly will no longer be granted access.
Feedback	<ol style="list-style-type: none">1. Your teacher will provide timely and formal feedback. This could include corrections required or suggested improvements for future work.
Online lessons	<ol style="list-style-type: none">1. If your teacher schedules an online lesson this will be done via microphone and screen sharing initially, they will tell you if they are using the video option or not. Please follow their instructions and switch on your microphone and/or camera as they request2. At the time allocated by your teacher, log on to Microsoft Teams and find the "meeting" in your calendar or on the General posts board.3. When your lesson starts you need to click the Join button.4. Your teacher will then be able to talk to you and share their desktop with you.5. If you need to talk to your teacher, you need to enable your microphone by clicking the microphone icon. Once you have finished speaking make sure you turn off your mic when you finish speaking.6. If you want to type questions, use the chat option – this will then come up on the side of the screen for your teacher.7. At the end of the lesson, hover on the screen and click on the red phone icon to end the call. <p>Please refer to the letter: Expectations and Guidelines for Students, Parents and Carers for the use of Audio & Video Conferencing on Microsoft® Teams and ensure that the expectations outlined in this letter are followed.</p>
Additional notes	<ol style="list-style-type: none">1. Teams is still a new platform for our school community.2. User guides will be continually developed as we continue to use Teams to its full capacity.3. We appreciate the parent support in keeping our learners making progress during this time.



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Year 8

Year Group	Title of extended project	Resources you need OR Documentaries and films, reading linked to subject curriculum	Approximate duration and deadline of project	Where to find the resources (including reading)
8 Art	<ol style="list-style-type: none"> 1. Botanical drawing exercise 2. Producing and experimenting with handmade mark making tools 	<p>Drawing studies of found botanicals using basic drawing materials.</p> <p>Producing your own mark making/ drawing tools with found objects or household materials</p>	<p>2 hours</p> <p>29th June</p> <p>2 hours</p> <p>13th July</p>	<p>Insight</p> <p>Email</p> <p>Teams</p>
8 ECDL	Build up exercises towards ECDL	Several exercises that can be done on-line using Office 365. Primarily PowerPoint, but also Word	2 hours	Primarily Insight
8 Drama	Theatre Review	<p>Link to 'Our Day Out' live performance</p> <p>'How to Write a Theatre review' planning sheet</p>	3 hours	On Teams/Insight



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8 DT	D&T Challenges	PowerPoints and video introduction	5 hours	On Teams and directed to on INSIGHT
8 English	'Too Many Books, Too Little Time'	<ol style="list-style-type: none"> 1. Introductory video. 2. Extracts from Non-Fiction Texts with worksheets. 3. Genre Quiz 	6 hours	<ol style="list-style-type: none"> 1. Teams / Insight 2. Teams / Insight 3. Teams Assignment Section
8 History	Tudors Project	Henry VII / Henry VIII / Elizabeth I / Mary Queen of Scots and the Reformation	2 lessons	https://www.bbc.co.uk/bitesize/topics/zynp34j
8 Geography	<ol style="list-style-type: none"> 1. Tornadoes 2. Race across the world 	<ol style="list-style-type: none"> 1. Booklet on Word/Paper 2. PDF. Watch Race Across the World on BBC 	<ol style="list-style-type: none"> 1. 19th June 2. 10th June 	<ol style="list-style-type: none"> 1. Emails 2. TEAMS
8 History	Stuarts Project	Gunpowder Plot / King Charles I / Oliver Cromwell / English Civil War / Life in Tudor and Stuart times	3 lessons	https://www.bbc.co.uk/bitesize/topics/zynp34j
8 German	Speaking Questions	On each of your 90-minute sessions you will be sent some speaking questions with sample answers which you will be able to listen to. Your project is to answer your speaking questions and then, if you can, record yourself and then send back to your teacher for some whole class feedback.	90 minutes work set 3 times on 10th June, 24th June, 9th July.	Information and speaking attachments will be sent via INSIGHT
8 Maths	Your teacher will continue to set Maths work lesson by lesson rather than an extended project	MyMaths and/or Mathswatch	Lesson by lesson	Insight/Teams/Email



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8 Music	Revision of Y8 concepts followed by Y8 online test.	Revision materials will be placed on Insight WC 8 June The final test will be on Teams WC 22 June (2 wks to complete it)	2 hrs revision 1 hr test Test d/line 6/7	Insight Teams
8 PSHCE	Careers booklet	Editable STEPs ON booklet PowerPoint to guide students through activities	3 hours 17 th July	Insight
8 PE	Year 8 Core PE – fitness sessions powerpoint	Students provided with presentation where they can go on to and choose from a wide range of skill or fitness related activities. The link will then take them to the session for them to complete.	Weekly session	Teams/Insight
8 Science	1. Genetics Project 2. Educake test	1. Students provided with a structured framework/guidance sheet on the content, layout and requirements of the topic. Websites will be included to guide students' research. 2. Complete a 1 hour Educake test on Genetics once the project is complete	1. 10 th July 2. 17 th July	1. Insight and TEAMS: 2 Q & A sessions will be held by class mentor on teams. 1 session will be held when the project work is set to answer any questions and aid in the commencement of the work. 1 further session held, 2 weeks later to assist in any issues and questions that have arisen since the work set began. 2. www.educake.co.uk
8 Spanish	Speaking Questions	On each of your 90-minute sessions you will be sent some speaking questions with sample answers which you will be able to listen to. Your project is to answer your speaking questions and then, if you can, record yourself and then send back to your teacher for some whole class feedback.	90 minutes work set 3 times on 10th June, 24th June, 9th July.	Information and speaking attachments will be sent via INSIGHT



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8 RE	Spirited Arts Competition	Choose from a range of themes and ways of completing an entry to the competition. You do not have to enter, but you do have to complete a task. Is you want to enter, let your teacher know.	6 hours	All information is on Insight
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