

Friday 15<sup>th</sup> January 2021

Dear Parents and Carers,

It has been another successful week of lessons for our wonderful students and we know that a large part of their success is also the support given by you – thank you.

We have received some very useful feedback on distance learning this week but wanted to give all parents the opportunity to share their thoughts and support the further development of our distance learning provision. With this in mind, please will you complete the short survey using the following link:

<https://www.surveymonkey.co.uk/r/DistanceLearningParentsSurveyJan21>

We also wanted to thank parents for the feedback provided in the survey before Christmas and let you know that whilst plans changed during our INSET day in January, due to the current situation, this feedback will still be used for future planning. Thank you!

### **Year 9 Parents' Evening**

We are pleased to confirm that the Year 9 Parents' Evening will go ahead virtually on Wednesday 3<sup>rd</sup> February. Further information to help Year 9 parents access this event will be sent out on Monday.

We need to make all parents aware that on the date of the Year 9 Parents' Evening, lessons 3, 4 and 5 will be accessed by all students independently, via MS Teams, as teachers will not be delivering live lessons during this time. We will speak to students about this but wanted to share this with all parents in advance.

Later this afternoon you will be emailed our latest edition of Chorlton Connection. This is our fortnightly newsletter which celebrates all the amazing work and achievements of our students. We also encourage parents who don't already follow us on Twitter @chorltonhigh and Instagram chorltonhighschool where we are constantly sharing educational opportunities and examples of student work. Both are a valuable resource for parents who want to know more about what is happening both in school and out of school.

The rest of this email will now highlight some important information regarding digital safety. Please take some time to read through this as it will enable you to support your child when working from home.

Stay safe and well,  
Chorlton High School

## Digital safety

This week we wanted to take some time to highlight some useful information about digital safety. We know students are spending more time on their digital devices and we feel it is important to support the safe use of these devices at home.

We think it is important to share with parents the messages we have shared with students this week with regards to the use of MS Teams, passwords and security.

### Digital Responsibility on MS Teams

- Be Ready, Be Safe and Be Respectful at all times.
- Have a secure password which you update regularly.
- Never share your login details with anyone.
- Follow all instructions in a live lesson.
- Only use CHAT for your learning and progress. Every CHAT conversation is recorded and can be viewed by your teachers.
- Use CHAT to communicate with your teachers – try to do this within the school day and no later than 5pm.

### Passwords and Security

**Your password is really important. It keeps your online and digital content safe.**

Think of Microsoft Teams and Office like you do your phone and other personal devices. You wouldn't want somebody to get hold of your personal details, so you put a password in place to protect them.

There might be a time when you want to or need to change your password for Microsoft Teams. **To do this you will need to sign into Office 365.** Your sign in details are your @prospere.org.uk email and current password.

**What should you do if you forget your password?**

Speak to your teachers or Head of Year who can reset your account details. If not, email [microsofthelp@prospere.org.uk](mailto:microsofthelp@prospere.org.uk)

**Follow these tips to help yourself craft unique, complex passwords.**

- Do not use personal information.
- Do not use real words.
- Use special characters (such as "&" or "\$,,"). Create longer passwords (try for a minimum of 10 characters).
- Modify easy-to-remember phrases.
- Don't write them down.
- Resist the temptation to hide passwords under your keyboard or to post them on your monitor.
- When you type your password make sure no one is watching or looking over you.
- Change passwords on a regular basis.
- Use different passwords on different accounts.

Due to the length of time students are spending sat at a computer we thought it might be useful for us to share with you some of the guidance we received from Bupa about easing aches and pains from working like this for a prolonged period. This may also be useful for many of our parents who may also be working differently now. Our staff certainly found this useful. We have shared a video with our students about this also but wanted to include it here as it may be of use: <https://www.bupa.co.uk/newsroom/ourviews/desk-stretches>

We highly recommend you consider parental controls on your child's computer to ensure they can only access age appropriate material. Below is some really useful information to support you doing this:

- [SafeToNet](#) is an app for parents to help them safeguard their children from online risks, like cyberbullying and sexting, whilst respecting their child's rights to privacy. The SafeToNet Foundation is providing UK families with free access to 1 million licences during coronavirus.
- [Internet Matters has provided step-by-step guides](#) on how to set up parental controls so that you can control what content your child can access online

We also wanted to draw your attention to the Government guidance around how parents can help to keep their children safe online. This can be accessed using the following link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>

The school also has key digital safety guidance on our website using the following link:

<https://www.chorltonhigh.manchester.sch.uk/chs-distance-learning/happy>