

Dear Parent

We have sent a letter and some support information to your child with some really important messages and exciting changes to your Distance Learning curriculum after Easter. Staff have been working really hard to prepare learning resources which allow students to get as close as possible to their classroom experience from a distance. We have two exciting changes to share:

MICROSOFT OFFICE 365

We have been developing a new platform that offers more to students when carrying out distance learning. It is called Office 365 and it allows more personalised lessons and gives access to all of the Microsoft Applications – like Word, Powerpoint and Excel. **After Easter, from Monday 19th April, we are going to have ENGLISH, MATHS and SCIENCE lessons on MS OFFICE.** It is a new system for us all, so we know we may have some teething problems, but we can work together to get through them. Once we feel confident with using this new system, more subjects will move onto MS Office. **Until then, other subjects are accessed as normal on DODDLE.** The MS Office student login and password has been provided in their pack, along with a personalised user guide explaining how to access the specific lessons. Please support them in reading through it and getting logged on! Please find a user guide attached.

Have a look at this video from Mrs Wilson to get started!

<https://drive.google.com/file/d/1fu3p5nOggOUv8ouTdFl6MoZaOKxqhb5K/view>

TIMETABLE

We have changed the student timetable. We want it to feel flexible and manageable and for students to prioritise organising your time into being Successful, Creative and Happy. We want meaningful mornings that focus on being successful and doing subject work. In the afternoon, we would encourage students to focus on Creative and Happy activities. We've built in time for Reading – which is so important for all students. We have placed emphasis on English, Maths and Science, with encouragement to do English and Maths every day. We have then prioritised other subjects for students and mapped these out across the week. We have cut lessons down to 45 minutes each. A timetable is included in the student pack and all timetables are on the website. Creative and Happy tasks can also be accessed via the school website on the CHS Distance Learning Tab. This includes their weekly video assembly from their Head of Year and other staff messages.

If this timetable is not going to work for you and your family, we completely understand. Please see the website for a breakdown of priority subjects over the coming weeks / months and for further guidance on some other suggested routines you could use.

<https://www.chorltonhigh.manchester.sch.uk/chs-distance-learning/distance-learning-introduction-and-routine/what-are-students-being-asked-to-do-for-distance-learning>

If you have any specific questions about MS Teams or your timetable, please do not hesitate to get in touch. There are a series of help emails shared in the attached user guide

Kind regards and stay safe

G Wilson

Deputy Heateacher