

9th April 2020

Dear Students,

We are writing to you with some really important messages and exciting changes to your Distance Learning curriculum after Easter. We have been working really hard to improve your lessons and to enable communication between you and your teachers.

MICROSOFT OFFICE 365

As you know we have been developing a new platform that offers more to you as a student when carrying out distance learning. It is called Microsoft Office 365 and it allows you to have more personalised lessons from your subjects and gives you access to Microsoft applications like Word, Powerpoint and Excel. **After Easter, from Monday 20th April, we are going to have ENGLISH, MATHS and SCIENCE lessons on MICROSOFT OFFICE 365 via their TEAMS app.**

To allow us to personalise your learning your work will be organised by your class band. Your personalised user guide to log on and access the work set on Microsoft Office 365 has been sent to you in the post. Read through and get logged on! For more guidance on how to access Microsoft Office 365 go to <https://www.chssouth.org.uk/chs-distance-learning/successful> and watch the video on Microsoft 365.

We know you will get lots more from these lessons with many interactive features. 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 it. **Until then, access your other subjects as normal on DODDLE.** Please remember that **your Computing & Technology teacher will have changed for the term ahead** to allow you to learn about the final subject in this year's rotation. You don't need to worry about doing anything regarding this; **your new teacher will automatically set you work on Doodle.**

TIMETABLE

We have changed the structure of your Distance Learning timetable for the Term ahead. We want it to feel flexible and manageable and for you to prioritise organising your time into being Creative, Happy & Successful. We want you to have meaningful mornings that focus on being successful and doing your subject work. In the afternoon, we would encourage you to focus on Creative and Happy activities. We've built in time for Reading – which is so important for each and every one of you. For all of your creative tasks, go to the school website and click on the CHS Distance Learning tab, then click the Creative Tab. Your weekly assemblies are on Mondays and can be found on the Happy tab of the Distance Learning page. The CHS preferred timetable for you has been sent home but if this is not going to work for you and your family, we completely understand. If you have any issues accessing your work please contact us on MicrosoftHelp@chssouth.org.uk or admin@chssouth.org.uk.

Yours sincerely,



Mr Prophet
Headteacher