

10 September 2020

Dear Parent/Carer

ACTIVATION OF OFFICE 365 EMAIL, MICROSOFT TEAMS AND CLOSURE OF DODDLE

Here at Penwortham Priory we continue to embrace technology and ensure that our students can effectively use and benefit from a blended approach to learning. Recent events have highlighted the need for an evolution in our teaching practice and I am pleased to be able to inform you that we will be continuing to explore the benefits of digital learning.

Over the coming weeks and months, students and staff at Priory will be exposed to a period of *Digital Transformation*, in which there will be a shift in the use of technology to enable a new and more effective style of learning. We must ensure our students are equipped with 21st Century skills to leave us with the currency that allow them access to great things.

ACTIVATION OF OFFICE 365 EMAIL

Each student in school is allocated a school email account, and it is imperative that **every** student knows their login details and password. Students are allocated their email addresses based on their name and year they joined the school.

For example, a student named Andrew Smith who joined the school in 2019, would have an email address as follows: 19asmith@priory.lancs.sch.uk

See below for all year group prefixes.

Year Group	Email prefix
7	20
8	19
9	18
10	17
11	16

To access Office365 for students, please follow the link here www.priory.lancs.sch.uk/pupils/office-365

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2.

Students have been issued with their email address and should now ensure that a successful log in has taken place. If any student is having difficulty, please ask them to see a member of staff immediately. Students can submit work and contact staff using email but should only contact members of staff via use of their school email account and not a personal account.

MICROSOFT TEAMS

As education moves into a new direction and we evolve our own teaching, we are confident that the use of Microsoft Teams can only serve to enhance the teaching and learning that takes place at Priory. Microsoft Teams is cloud-based team collaboration software that is part of the Office 365 suite of applications. The core capabilities in Microsoft Teams include messaging, calling, video meetings and file sharing.

During the recent school closure, some of our departments in school successfully used Microsoft Teams to engage with and continue their classroom teaching with students, and recent pupil and parent surveys echo this success. We therefore propose to use Microsoft Teams more widely in the immediate future. In the event of further school closures, or absence from school, all remote learning will take place solely on the Microsoft Teams platform. This will enable staff to deliver more live lessons and offer students the chance to view work set in their class channel. This will also replace Doodle as our new homework platform.

Pupils and parents will soon receive a user guide on how to successfully use Microsoft Teams. To prepare for the transition, students can download the app by scanning the QR codes below for Android or iPhone (Apple). Teams can also be accessed via a laptop or home computer using this link where students should use their school email to log in.

www.microsoft.com/en-GB/microsoft-365/microsoft-teams/group-chat-software

**Download Teams for
iPhone here**



**Download Teams for
Android here**



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3.

DODDLE

Our current homework platform provider Doodle will unfortunately cease to operate at the end of September. Whilst Doodle is undoubtedly an easy platform to navigate and access, we must seek an alternative provision to allow our students to access their homework from home. We are therefore in the process of transitioning all our online work and homework to the Microsoft Teams platform.

To ensure a smooth transition, students will automatically be assigned to their classes and they will receive clear instructions in school on how to successfully use the platform. To support this, both parents and pupils will receive user guides to refer to. Online work set in Microsoft Teams is done so via the Assignments function. This is where all homework can be found.

Whilst Microsoft Teams does not yet have a function for parents to view and monitor homework, we envisage that, in time, this will be developed. In the meantime, all students have their school planner and details of homework tasks should you wish to support. Careful consideration of the migration away from Doodle across to Microsoft Teams has taken place and we firmly believe that students at Priory will benefit from this transition.

Digital Transformation provides us with a new way of continuing to provide the very best education for all our students here at Priory and we appreciate your support in these challenging times. If you have any further queries, please email p.metcalfe@priory.lancs.sch.uk and I will be happy to answer any questions.

Yours faithfully



Mr P Metcalfe
Head of Humanities