



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

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Dear Parents/Carers

To support Highdown students who are unable to attend school during a period of self-isolation, we have simplified how school work can be accessed.

Students in KS3 can access work on the school website remote learning page:

[Remote Working](#)

This page contains a link to each subject and the work that has been uploaded by the department. Students should complete the work for the current week, as this will be similar to the work being completed in class. Other tasks from previous weeks may also be attempted. Students should also stay up to date with their home learning by using ClassCharts.

Students in KS4 and KS5 will have remote learning set by their class teachers on Microsoft Office 365. All students have an account and are now able to access a Team for each of their classes. Teachers will upload remote learning to the Class Team. Students would need to go to the files section of the Class Team where they will find the work in the folder called 'Class Materials'.

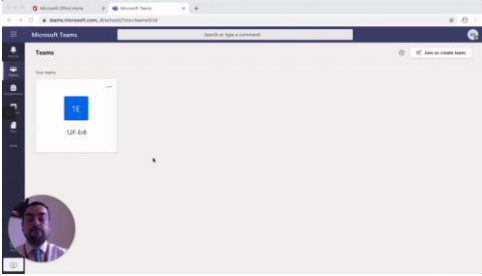
The following two links are to loom presentations that will take KS4 students through the process (KS5 students are already using Class Teams). The first describes how to access Teams.

[Loom – How to use Teams](#)



The second loom presentation describes how to navigate to the Class Materials folder within each Class Team. This is where teachers will upload lesson resources. Please be aware that only the first 53 seconds of this loom are relevant for KS4 students. ClassCharts is being used for KS4 students for homework. Any KS4 student in self-isolation should be accessing ClassCharts. The rest of this loom describes how homework will be set for KS5 students using the 'assignments' function within the class team.

[Loom – Class Materials](#)

	<p><u>Student: Completing an assignment</u> Check out a video I made via Loom <u>www.loom.com</u></p>
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Highdown students continue to be outstanding in their approach to school and current restrictions since we returned in September. These remote learning processes will ensure that all students can continue to learn if they are unable to attend school.

Yours sincerely



John Reid
Deputy Headteacher
Highdown School & Sixth Form Centre