

St Crispin's School

Headteacher Ms Ginny Rhodes
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KSH/SH

2nd October 2020

Dear Parents and Carers,

As you are aware we are currently using the platform Microsoft Teams for students to complete personal study. Our staff are working with all the students to ensure that they know how to use the platform in order to get the most out of it in terms of completing the work, turning in assignments and acting on feedback given to them.

We are very fortunate to be working with Microsoft in order for us to maximise the educational potentials of the platform. We have secured training with Microsoft educators to help both students and parents / carers to develop their confidence and expertise in the use of Teams.

For year 9 the training will take place on **Tuesday 13th October from 4.30pm to 5.30pm**. Please follow the link below to join the meeting. We do recommend that all students partake in this training and it would be highly beneficial if parents were able to watch this alongside the students. Their head of year will also be online during this time to help and support the students.

Please click here to join the meeting: [LINK](#)

We also recommend that you encourage your son / daughter to watch the following help videos if they are unsure of any elements within Teams:

How to access Teams <https://youtu.be/Z8GxhPimVlc>

How to complete assignments (crucial for personal study) <https://youtu.be/x6PrKnpG44>

How to view feedback <https://youtu.be/Qs4NaBL5H5A>

How to join meetings or 'Spotlight' lessons https://youtu.be/T-85su_JZ5Q

How to split your screen <https://youtu.be/JHcPpGi7Zl4>

Please do not hesitate to get in touch if you have any further question. My email address is sharmak@crispins.co.uk

Yours faithfully,

Mrs Kiran Sharma
Assistant Headteacher

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