

St Crispin's School

Headteacher Ms Ginny Rhodes
London Road, Wokingham, Berkshire, RG40 1SS

Telephone: 0118 9781144
E-mail: contact@crispins.co.uk Web: www.crispins.co.uk



KSH/SH

7th September 2021

Dear Parents/Carers,

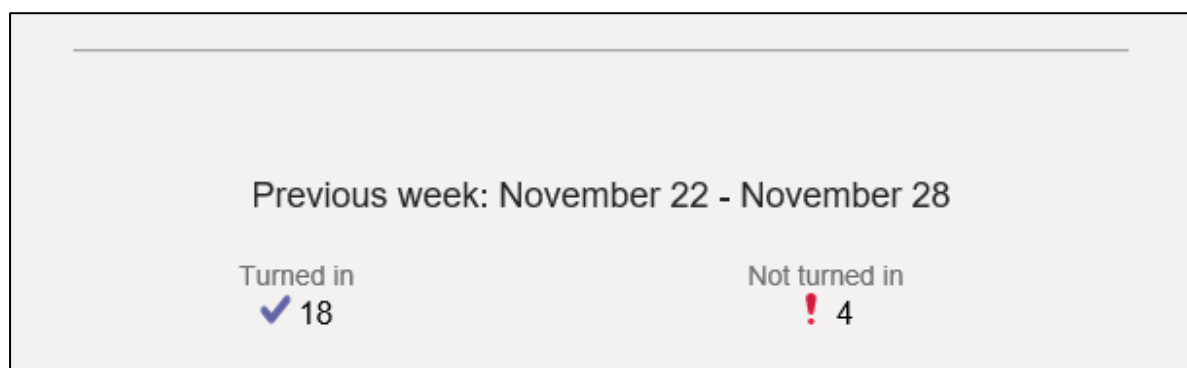
Microsoft Teams Personal Study Reports

At St Crispin's we use Microsoft Teams for the setting of personal study homework. Teachers will assign work in their subject teams. Students will either be asked to complete the work on Teams or in their exercise books. If you are not familiar with Teams you can find more information and help videos on our website [here](#).

As part of our strategy in the use of Microsoft Teams we will be sending home weekly reports of personal study assignments completed by the students and details of upcoming assignments so that you can support your son / daughter in their home learning.

The report will look like this:

The first section will give you information regarding work that has been submitted (denoted by the purple tick) and work that is still outstanding (denoted by the red exclamation mark).



In the example below we can see that for Maths the student has submitted their classwork but has not submitted their personal study assignment.

2020-8x-Ma2 Katie Longhurst	
8X2 Maths personal study due Tuesday 24th November Not turned in • Due November 24	!
8X2 Maths classwork 23.11.20 Turned in • Due November 24	✓
8X2 Maths classwork for 24/11/20 Turned in • Due November 25	✓

Please note the work will be labelled by the class teacher with the label classwork or personal study and with the name of the subject. This will enable you to see the work students should be completing at home and which work should have been completed in class.

The second section of the report will give you information about any work that has been set for the following week.

Coming up: November 29 - December 5
Assignments created before Saturday, November 28, 2020. More may be added
December 1
2020-8x-Sc1 • Thomas Bate Science - Classwork - Friction
2020-8x-Sc1 • Thomas Bate Science - Personal Study - Doodle

You will receive the report every Sunday. It will be sent from this email address MicrosoftOffice365@email.office.com and in the first instance may end up in your junk or spam email folder. Please do add to your safe senders list to ensure that you receive this report regularly each week.

We are hoping that this information will enable us to work together in order to ensure that students are completing and submitting their personal study on time. More information on how to submit personal study can be found in this video [here](#) which explains how personal study is set and how to submit work properly.

Once again, many thanks for your continued support. If you have any further questions or queries please do not hesitate to contact me at sharmak@crispins.co.uk

Yours faithfully,

Mrs Kiran Sharma
Assistant Headteacher

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 www.thecircletrust.co.uk

