



Church of England School
Head of School: Mrs N J Adamson MA NPQH

4th June 2020

Dear Parent/Carer,

Update on Remote Work Setting

I am writing to update you about adjustments we are making, to improve the quality and accessibility of the work set. Subjects are now creating PowerPoints that are narrated, so that students can hear the explanations of their teacher as they view the slide shows. Work for most subjects (except MFL and Maths) are set Monday to Friday, to avoid weekends and holidays, however work can be still be submitted after deadlines and students can send a message to their teachers to explain if they cannot meet a deadline or were not able to complete a piece of work. Please note that if using a phone, these PowerPoints need fully downloading and opening for the narration to work.

Please do, if KS3/4 students are struggling and working long hours, create a sensible timetable with them, so they can allocate set times to their subjects, to do as much as they can, rather than just working their way through the list on SMHW. If in doubt, working on the subjects they would have had on their timetable that day, each for 30-40 minutes, with breaks, is perfectly reasonable to aim for. Tasks can be ticked off when complete and they should move out of the student's 'to-do' list when submitted.

It has also become apparent that families are not always aware of the full range of the office software available through the Office 365 accounts that students have, which can help simplify home learning. Students have access to OneDrive cloud storage, meaning work can be saved and accessed on any device. They just need to find this by opening their email (Office 365) account and clicking on the nine white dots in the top corner. The whole suite of applications, including Word, PowerPoint, OneDrive and Teams will appear. They are also allowed to install MS Office, fully or as an app, onto five different devices, which allows offline working and again, the ability to access documents from different devices.

There is also now a Remote Learning area on the website, under the 'School Life' tab, where you can access staff email addresses and additional resources and links, as well as further help and links for SMHW, creating independent learning timetables and Microsoft Office 365 assistance,

<https://www.bishopramseyschool.org/page/?title=Remote+Learning+Information+%26amp%3B+Help&pid=1097>

Just a reminder too, that if you or your child would benefit from a phone call from a member of the pastoral team, there is a tab on the school website to request this. It can also be found in the new remote working area on the website.

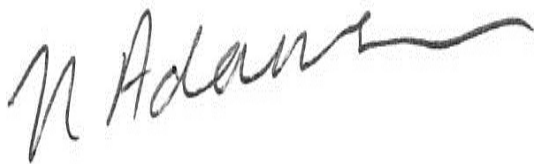


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Email: office@bishopramseyschool.org ☞ Website: www.bishopramseyschool.org

Many thanks for your patience and continuing feedback. We are keen to keep improving what we can do to help students learn, especially now that for many of them, this will be their learning until the end of the year. Please contact cwells@bishopramsey.school if you have any further general queries.

Yours faithfully



Mrs N Adamson
Head of School



Miss C Wells
Assistant Headteacher

Office 365 Help Links (also accessed via the Remote Learning area on the website)

Installation Guidance

Windows/PC <https://support.office.com/en-us/article/download-and-install-or-reinstall-microsoft-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658>

Android <https://support.office.com/en-us/article/Install-and-set-up-Office-on-an-Android-cafe9d6f-8b0c-4b03-b20a-12438a82a22d>

iphone or ipad <https://support.office.com/en-us/article/Install-and-set-up-Office-on-an-iPhone-or>