



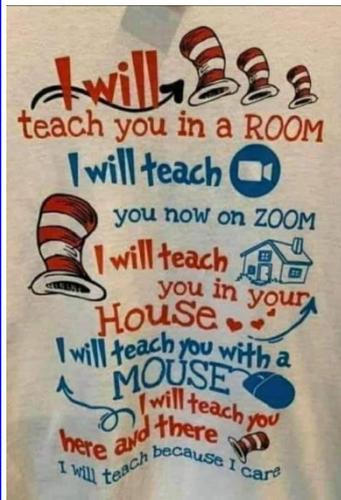
# Newsletter



Friday 8<sup>th</sup> January 2021

Dear parents, pupils, governors, staff and parishioners,

Happy New Year to you all. It has certainly been a different start back to the school year than the one we were anticipating. We cannot thank our families enough for taking to home learning again and engaging with the work that teachers are setting. We know it has been a steep learning curve this week using our new system Teams to access this but hopefully we will begin to see the benefits of this system and already the capability of having some 'Live' elements. As with anything what we are offering and the way in which we are doing so will be constantly reviewed so that we can support the children that are at home as well as the children that are attending school in the best way possible.



The last minute and late announcement on Monday night was a real shock with the lack of time scale given. The staff here at Our Lady's always give so much above and beyond in normal times but this week they have been incredible! They have adapted to all the changes the week has thrown our way, learnt a new way to deliver quality learning to children at home as well as teaching/supporting children in school. Each and every person plays such a valuable part and I can't thank everyone enough.

Please can we ask that any work completed by the children is kept in the books that were sent home so that we can collect these in when the children return to school.

We have learnt this week that Teams can also be available through an X-Box and a Play Station – Information is at the bottom of the newsletter of how to do this.

Please can any of our families whose children are still coming into school be extra vigilant. Please do not send your child in if they feel unwell. Please access a test immediately if you or your child is displaying symptoms of Coronavirus.

We hope you all have a relaxing weekend.

God Bless

Mrs Batson

## Microsoft Teams How to return work via Assignments

Much of the work that is being set the children is through assignments. This enables Teachers to be able to view the work and comment on it. Here is a guide that will hopefully help your understanding of how to return work in this way.

### Hand in an assignment in Microsoft Teams

To hand in an assignment, select its assignment card. Depending on the status of your assignment, you may be handing your work in on time, late, or submitting revised work.

1. Navigate to the General channel in the desired classroom, then select Assignments. You can also use your search bar to search for an assignment by keyword.
2. Your Assigned work will show in order of due date. Select any assignment card to open it and view the assignment's details.



Tip: Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

3. If your teacher specified a document for you to hand in or you have other files to attach to this assignment, select +Add work and upload your file.

Note: You can add up to 10 additional resources to an assignment. 500mb is the maximum file size for a resource.





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< Back Turn in

**Shakespeare Sonnet Annotation** Homework

Due September 13, 2019 9:59 PM

Instructions  
Read Sonnet 116 and annotate it, using the PowerPoint for guidance.

My work

How to Read a Sonnet.pptx ...

+ Add work

Points  
100 points possible

**Tip: Work on Office files associated with this assignment right from here—no need to leave the app. Older files with .doc, .xls, and .ppt file extensions can only be edited in the desktop versions of those apps. You can copy content into a new file created in Teams to make them editable again.**

**4. Select the Turn in button to turn in an assignment before its deadline. The button will change depending on the status:**

- Turn in again if you're editing an assignment you've already turned in and need to submit work again.
- Turn in late if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- Not turned in if the assignment is past due and your teacher is no longer

**accepting turn-ins. You cannot turn in work.**

- Undo turn in if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

**Using Xbox or PlayStation to access Office 365**

**Accessing your remote learning. An alternative method of accessing remote learning during times of lockdown.**

**Xbox**

1. Plug a keyboard in to the Xbox USB slot (less than £10 from Amazon)
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type in [Office 365](#) and log in as you would in school
5. You can then access your work and use key packages including:
  - Word
  - Excel
  - PowerPoint
  - Teams
  - Your emails
6. To move around you use the Xbox controller or plug in a mouse

**PlayStation**

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PlayStation logo on the controller
3. Go to the library and find options for games and applications
4. Go in to applications and you will find the internet browser
5. Type in [Office 365](#) and log in as you would in school
6. You can then access your work and use key packages including:
  - Word
  - Excel
  - PowerPoint
  - Teams
  - Your emails

## MENTAL HEALTH AND COPING DURING CORONAVIRUS

### REACTIONS YOU MAY FEEL INCLUDE:

- Fear and worry about your own health status and that of your loved ones.
- Changes in sleep or eating patterns.
- Difficulty concentrating.
- Worsening of chronic health problems.
- Increased use of alcohol, tobacco, or other drugs.

### TAKING CARE OF YOUR WELLBEING:

- Connect with people
- Decide on your routine
- Try to keep active
- Keep your mind stimulated
- Take care with news and information
- Find ways to relax and be creative

### THINGS YOU CAN DO TO SUPPORT YOURSELF:

- Avoid excessive exposure to media coverage of Coronavirus.
- Take care of your body. Take deep breaths, stretch or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep and avoid alcohol and drugs.
- Make time to unwind and remind yourself that strong feelings will fade.
- Connect with others and share your concerns and how you are feeling with friends or family members.
- Maintain healthy relationships.
- Maintain a sense of hope and positive thinking.

