



17th September 2021

Dear Parent/Carer

Early closure – Friday 1st October 2021

On Monday 4th October 2021, the school will hold its annual Open Evening for Year 6 pupils and their parents. In order to give staff time to prepare, school will close at 12.10pm on Friday 1st October 2021. No lunches will be served on this day, but the morning break will be extended by five minutes. The school buses have been re-scheduled for 12.20pm. Students catching the X84 will need to walk down to Otley bus station for this service.

Home Learning and our new Digital Learning Platform

You may remember the previous announcement of the intention to switch our Digital Learning Platform from FireFly to Microsoft Sharepoint. This switch has now taken place and therefore home learning will now be set within Microsoft Teams.

To view the home learning set for your child:

- On their iPad go to the Teams App.
- To view all home learning across all subjects, press '*assignments*' at the bottom of the screen.
- This shows you all assignments currently set for completion *and* all previously completed assignments.
- The top right-hand corner is where the option to hand in work is. Students should choose this when they have completed work (whether it is completed in Microsoft Teams or elsewhere) to move the assignment into the completed area.

The above shows assignments set across numerous subjects. You can see work set for just one subject via that subject's individual 'Team'. To do this:

- Select the Team (subject) that you want to view.
- Press '*general*'. This will bring up any posts for students which will include any assignments that have been set in that subject.
- Pressing '*More*' (top right) will also take you to a menu that includes '*assignments*' and allows you to see the assignments students have been set in that subject.

Students are still required to record home learning in their planners.

iPads for Year 7

There is currently a delay on the delivery of iPad cases. The cases are essential to protect the iPads from damage, therefore we are unable to distribute iPads to Year 7 students at this time. Once the cases are in school (now expected at the end of September), Year 7 iPads will be

distributed at the earliest opportunity. Until this time Year 7 home learning will be set via planners only.

Face coverings on school buses

As part of the school's Risk Assessment, and in line with DfE guidance, students are required to wear a face covering when travelling on school transport. Please remind your child of the importance of this requirement. School staff will issue detentions and Standards for Learning points to the minority of students that don't adhere to this.

Finally, thank you for helping to make the start of the new academic year such a success. Students have begun the new term displaying very high standards in dress, conduct and attitude to learning, and your support for this is appreciated. Please continue to encourage your son/daughter to meet our high expectations so that they are able to achieve their full potential at Prince Henry's.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J Sheriff', written in a cursive style.

Ms J Sheriff
Headteacher