



Wisdom Service Hope

St Mary's and St John's CE School

"With God, all things are possible" (Matthew 19:26)

Telephone: 020 8202 0026

Email: office@smsj.london

Website: www.smsj.london

Dear parents/carers,

Re: Distance learning

Further to the letter you received earlier today, we are writing to inform you of the distance learning programme we have in place for students from **Wednesday 7th October-Friday 9th October 2020**.

In response to your feedback and to further enhance our students' experience of remote learning, we have moved over to Office 365.

All students received their school systems login details on a sticker in PAM time last week or directly through a Class Charts announcement if absent. Students should use these details to login to their school Office 365 account. We are very pleased that the vast majority of students have been able to successfully access our new and exciting systems. If you are experiencing issues with student logins, please try the following troubleshooting tips before contacting your son or daughter's PAM:

- The **username** is a number @smsj.london with no preceding zeros (e.g. 1234@smsj.london not 0001234)
- Please disregard any original stickers with preceding zeros
- The **password** has been pre-allocated and is a mix of numbers and letters which are case sensitive (e.g. T34we9ui)
- Please check that capital letters and numbers have been typed correctly
- Both the username and password are on the sticker or in the Class Charts announcement which is live until the end of October

If you have double-checked the above details, please contact your child's PAM to report any issues. The format for staff e-mail addresses is:

firstname.surname@smsj.london (for example: j.bloggs@smsj.london)

You will note that all year groups now have the opportunity to access live lessons. This will considerably enrich their home learning experience.

All live lessons will be recorded and the supporting resources can be found on Class Charts. In the event of two of your subjects clashing, students can access the recording and the resources in the allotted independent and home learning time.

SMSJ expectations regarding commitment to learning apply during live lessons. Please see the expectations below:

- All students must mute themselves and must remain muted unless invited to unmute by the teacher.
- All students must turn their cameras off.
- All students must not alter their profile picture.
- The chat function must be used appropriately. This means the following is prohibited:
 - Use of slang
 - Inappropriate or offensive language
 - Use of emojis
 - Posting of any pictures or videos
 - Comments or discussion that does not relate to the learning.

- All questions should be asked by students using the chat function.
- All students should have their books in front of them when engaging in a live lesson in order to complete activities and take notes.

Head of Years and members of the senior leadership team will be attending the live lessons. Failure to abide by our expectations will result in contact home and a C2. Repeated failure to meet our expectations, may result in a ban from all future live lessons.

For your reference, guides about logging into Office 365 and accessing live lessons will be uploaded to Class Charts and will be found under '**distance learning**' on the parents section of the school website. The timetable for each year group will also be uploaded to Class Charts and the website. We have also uploaded our curriculum plans to the website to support distance learning.

If your son/daughter is not able to access the internet and/or an electronic device please let us know as soon as possible by emailing office@smsj.london. We can then organise alternative provision.

Thank you in advance for your support as we endeavour to further improve the quality of distance learning available to our students.

Yours sincerely,

Mrs Mason
Assistant Principal