

St Wilfrid's Catholic School

Diocese of Arundel & Brighton and West Sussex County Council
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2nd September 2024

Dear Parent/Carer,

Recording, tracking and monitoring homework; classwork support, communication and E-learning

At St Wilfrid's we use SatchelOne's Show My Homework, an online tool to help you keep track of your child's homework. Show My Homework will allow you to see the details of the tasks your child has been set, as well as their submission status. Students are expected to check SatchelOne daily. Staff will still inform them when tasks have been set, but more detail and resources will be available via SatchelOne.

We will use SatchelOne alongside Microsoft Teams to communicate work to students in the case of school closures. SatchelOne provides you as parents with a deeper insight into the homework your child receives. More importantly, we hope that it will improve your child's organisation, time-management, and help them to keep on top of their workload.

- SatchelOne provides 24/7 access
- Translation into over 50 languages
- Free apps available for iPhone, iPad, iPod Touch, and Android devices
- Parents and students can receive automated notifications before homework is due

The screenshot shows the school website at www.stwilfrids.com. The main navigation menu includes HOME, OUR SCHOOL, LEARNING, PARENTS, SIXTH FORM, ADMISSIONS, NEWS & EVENTS, and RECRUITMENT. The 'Students' menu item is circled in red. Below the navigation, there is a section titled 'In this section' with a 'Microsoft 365' link. The SatchelOne interface is displayed below, featuring a 'Notices' section with a message about upcoming notices, a 'Login' section with 'Staff', 'Parent', and 'Student' options, and a 'Need help logging in?' section. The 'Student' option is circled in red, and an arrow points to the 'Sign in with Office 365' button. A red box highlights the 'Student' option, and an arrow points to the 'Sign in with Office 365' button.

SatchelOne VIA THE APP - Students login via the **Office 365 button** with their school email address and password.

SatchelOne VIA THE SCHOOL WEBSITE – From the school website – click STUDENTS menu – then Show My Homework. Students then login via the **Office 365 button** with their school email address and password.

Students have been given their school email address and password today, which will enable them to log onto the school network, Microsoft Office 365 and SatchelOne. They have also been given an individual sheet of paper with your parent login details to allow you to make a personal SatchelOne account, ready-linked to your child's homework calendar. If you have older children in the school, your parent account will remain the same and you can add their code to your account. To create your account you need to visit <https://stwilfridsschool.satchelone.com/school/home> (you can do this from the school website – click STUDENTS menu – then Show My Homework)

If you do not have the app on your phone/device, you can use the link from the school website instead: <https://stwilfridsschool.satchelone.com/school/home> and log into your account.

Microsoft Office 365

Alongside SatchelOne, students also have access to their own Microsoft Office 365 account.

Students have easy access to Microsoft Office 365 via www.office.com via the school website – click STUDENTS menu – then Microsoft 365. This enables them to access their school email from home, as well as access online editions of Word, Excel and Powerpoint. Students cannot use USB drives/memory sticks in school so they can either email work to themselves, or use their school Onedrive account to save work that can be accessed from home and school. Students must **only** use their school email account to communicate with staff.

As part of our Education licence you also have the ability to download up to 5 copies of Microsoft Office onto computers or devices at home. The online version of Word provides excellent support for those students who require extra help with their literacy as it enables students to access both dictation tools and the immersive reader function, which will read text back to students, as well as translating texts into a home language.

As part of our continued support, all students have access to a class TEAM (via Microsoft TEAMS) for each of their taught classes. Teachers may use TEAMS to share resources with students as appropriate. If we need to use distance learning again students will need to be able to use TEAMS to access their lessons.

In the sixth form TEAMS is used in place of SatchelOne to assign independent work.

Additional educational resources are also available via the individual subject pages on the school website and students will also be issued with accounts for other school subscription educational websites via the appropriate subject lessons. Students will be shown how to log into and use Google Classroom for their IT computing lessons.

If you would like to get in touch with the school regarding SatchelOne including any accessibility issues that you may have, please use the SatchelOne email – SMH@stwilfrids.com, for any other queries about e-learning please contact me directly d.denyer@stwilfrids.com

Students are able to access computers in the library at lunchtime and after school, however if students do not have access to a computer/laptop/ipad or the internet at home please do let your child's form tutor know as we may be able to help support you.

Thank you once again for your support,



Dawn Denyer
Assistant Headteacher