

# STUDENT AND PARENT/CARER BRIEFING

Week commencing 11 January 2021

## Vocation and Evangelisation

*“You did not choose me, but I chose you and appointed you so that you might go and bear fruit—fruit that will last—and so that whatever you ask in my name the Father will give you.” (John 15:16)*

### Important Dates

22 January 2021 - Cancelled – Teacher Training Day

#### Forward Notice

As we learn of further useful/important dates for you, we will put them here for you.

### Notices for All Students

#### New Timetables

Last term, you were told that you would have new timetables in January 2021. This will come into action next week on Monday. **Make sure that you and your parents/carers look at your timetable on Schoolbase.** You will also receive instructions from your teachers for your lessons next week. This will help you to keep your timetable in mind.

#### Access for Office 365 – guidance video

Mr Stather has produced a video showing you all how to access Office 365 whilst you are working from home. This is an excellent reference resource for you. You can access this document by clicking here: [https://stjosephscc-my.sharepoint.com/:v:/g/personal/jstather\\_stjosephscollege\\_net/EYj2EgkHF8dIg25\\_kISzC5MBqSuIhDD-WAyUeGuhRGBpug?e=U00etd](https://stjosephscc-my.sharepoint.com/:v:/g/personal/jstather_stjosephscollege_net/EYj2EgkHF8dIg25_kISzC5MBqSuIhDD-WAyUeGuhRGBpug?e=U00etd)

#### Forward Notice – 22 January 2021

You will have noticed in the dates section above that the teacher training day scheduled to take place on 22 January has been cancelled. This means that lessons will go ahead on that day (a Friday) as is usual for lockdown.

#### Student Leadership

KS3 Student Leaders will meet online next week at 3pm to allow lessons to finish. A date and time will be sent through Teams as soon as the group has been set up and confirmed through your student email. Please look out for this. I look forward to our meeting. Mr. Matyla

### Reminder on using Microsoft Teams

All students should now have been able to sign on to Microsoft Teams. Please refer to the PowerPoint of guidance emailed by Mrs Ash last term. There is a helpful summary below too on using on a mobile:

If you are working on a mobile device you need to download **Microsoft Teams**. If you are on:

- Apple IOS: App Store
- Android: Google Play Store

You need to log onto Teams using your **school e-mail address** (your school **username** followed by **@stjosephsstudent.net**) and the same **password** you use to sign into your account when you are in school.

This video will show you how to join an online lesson:

<https://www.youtube.com/watch?v=fdaMa1DSwXo>

Accept the lesson when you get the e-mail.

At the bottom is this e-mail there is a **Join Meeting** button. Click on this at the time of the lesson.

Join with the camera and microphone off.

Did you know you can access Microsoft Teams on games consoles? Watch this video for information: <https://m.youtube.com/watch?v=CiNzN8QxIRI>

### Communicating with teachers

As we enter another national lockdown, a number of you may wish to communicate with your teachers outside of the Teams lessons. You can e-mail your teachers and we would like you to treat this as a formal, professional communication. As such, please can you follow the following rules when composing your e-mails:

- Put the subject of your e-mail in the subject line at the top.
- Begin with the opening salutation: Dear Mr/Mrs/Miss (use as appropriate, then insert teacher's surname). It is never appropriate to type "Hi Miss", "Hi Mrs" or "Hi Mr/Sir".
- The content should be formally written, with no colloquial language. You should write in full sentences and paragraph properly. It is never appropriate to use "text" language and other abbreviations.
- The closing salutation (sign off) for an e-mail to someone you know is: Kind regards.
- Your name: this should always be your full name. It is not obvious from your e-mail address who the e-mail is from, especially if you have a name that is popular in the school.

Sending a well-composed e-mail is a courtesy to your teacher and also shows you in the best light possible. It is also excellent practice for when you send e-mails in the future.

### Notice for key worker students

When in school, you will be following the lessons delivered via Teams by your teachers. For this purpose, you will need to bring in your own earphones for use in the school computers. Please remember to bring in this important equipment.

### **Skills Builder – the eight essential skills**

During PSHE lessons, your teachers will have talked to you about some of the eight essential skills that we want to focus on as a school this year: speaking, listening, aiming high, staying positive, problem solving, creativity, teamwork and leadership. In the coming weeks, your PSHE teachers will be talking to you about how you can use the Skills Builder Home Learning page to help you improve your skills whilst at home during lockdown. In the meantime, if you want to look at what is on offer, click [here](#). These skills will be useful for the rest of your life, so it is not time wasted if you take a look!

### **Notices for All Parents**

#### **Skills Builder – the eight essential skills**

Please see the entry in student notices.

During the first lockdown, St. Joseph's won a grant to work with the Skills Builder Partnership. This is an organisation that brings together employer input and helps the school curriculum to exploit opportunities to develop the eight essential skills for employment and life.

Skills Builder have put together a collection of resources that students and their parents/carers can use with them at home during this lockdown. As you work with your children at this time, you may find it useful to look at some of the videos and activities that are on offer. The ones related to "staying positive" (resilience) may be especially useful at this time! We will be referring your children directly to these resources in the coming weeks, but we wanted you to be aware of this now. Set your child one of these activities if they are bored!

### **Pastoral Notices**

#### **KOOTH**

Last term we notified you of the services offered by [www.kooth.com](http://www.kooth.com) in helping anyone with concerns about their mental health.

In light of the new restrictions that have just been introduced, we have been asked to remind you that **Kooth.com** is available in your area for young people aged 11 - 25 for free, safe and anonymous wellbeing support and advice, accessible from any internet enabled device.

Kooth has scheduled some live forums for young people to attend online, as listed below. If you think you could benefit from Kooth's services, please do go to their website and look at what is on offer.

As advertised by Kooth:

#### **Friday 29th January – Learning to Be and Showing Your True Self**

*What is your true self? How do you know what it is? And, how do you show it? In this live forum those are some of the questions we're hoping to answer! We're going to be sharing ideas, tips and experiences with one another, and will also be talking about what to do if it's not safe for you to be your true self. So we really do hope you'll be able to come join us!*

## Careers Notes

### Year 11 Careers Individual Interviews

A number of year 11 students have already had their interview with Nik Dean of Adviza. Others were supposed to have this interview before Easter. Earlier this year, you were sent a link to complete a Microsoft Form, giving details of your contact telephone numbers in case we had another lockdown and you could not come into school for your interview. We had a successful set of interviews on Tuesday of last week, showing that we had put a good system in place, as we were able to implement it immediately as the lockdown was announced. If you are due an interview, you will receive an e-mail notifying you of the date and the time.

- Your teachers know that you have interviews scheduled and will not mind you leaving lessons to attend.
- If you have not responded to the e-mail link to the Microsoft Form, I will not be able to arrange for a telephone interview for you. You will have to find the e-mail link in your inbox and respond now.

### World Skills UK Live

World Skills has created online access to its **Spotlight Talks**, which focus in particular on technical careers routes and apprenticeships. There are talks on careers associated with: Engineering and Technology, the Royal Navy, the Royal Navy, BAE Systems, Foxdog Studios, the Army, as well as from a number of notable individuals. You can access these talks by clicking [here](#).

**The next briefing will be Friday, 15 January 2021**