Hyndland Secondary School – Digital Strategy – October 2022

Why are we making changes to our digital platforms used at Hyndland?

During session 2021-2022 we sought the views of staff, pupils and their families on the use of our digital platforms.   This was also raised by Education Scotland following their Focus Group with families in June. **A key theme which arose from most learners and their families at home was that the quantity of platforms used by the school often led to confusion.** Whilst Satchel one (formerly Show my Homework) was favoured by many parents, a significant number also raised concerns with this platform as the default position is always 'not submitted' unless staff change this which can lead to frustrations at home.

The general consensus from the feedback given was that a stream-lining of our digital platforms would be more effective and easier to navigate for both learners and their families.

What are the changes we are making to our digital platforms?

The biggest change is that we will be using one digital platform only – Microsoft Teams. Showbie (used by some departments) and Satchel one (used in previous sessions) will no longer be used.   By using Teams across our school, we will ensure that:

*All young people have now been added to a Team for each of their classes.   These Teams will now be used as a record of work which will help young people who are absent / missed class.

*Any homework issued will be posted as an 'assignment' on Teams – this will provide details on what the homework is and when it is due to for submission.

How will this change allow families to support their child's learning at home?

Attached is a sheet providing instructions on how a young person can share their Glow calendar with a family member. We are asking that ALL families do this sharing task together at home during the weekend of 28th October.   **Instructions can be found on page 2 of this document.**

If learners share their Team calendar with their parent it will allow a parent/carer to monitor and support the completion of homework via Teams. Each time a homework assignment is posted on your child's class Team, you will receive an email and this will be added to your email Calendar (as long as your child has shared their calendar with you).

By sharing the calendar, the parent/carer of whose email address the calendar has been shared with, will have an overview of all homework due and set for their child.

In what other ways can families support their child's learning at home on Teams?

An effective way to support your child's learning via Teams, is to sit with them once or twice per week and ask them to log into Teams on their School iPad.

We would suggest that you ask your young person to show you the work that has been undertaken during that week in class that is posted on the Team. This will also include any homework set.
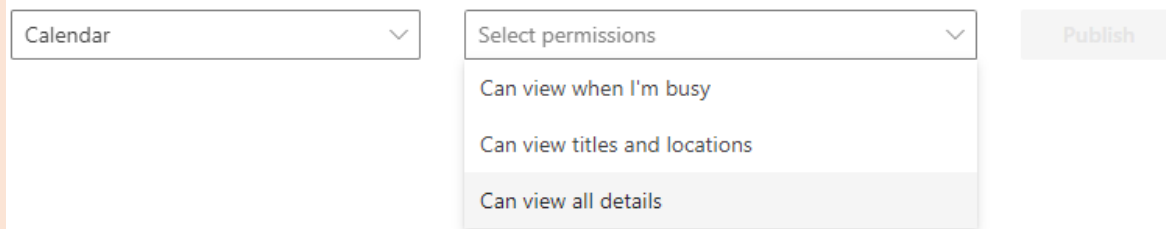
Pupils sharing their calendars

1. Visit this webpage using a browser on iPad or a PC
   ## https://outlook.office.com/mail/options/calendar/SharedCalendars
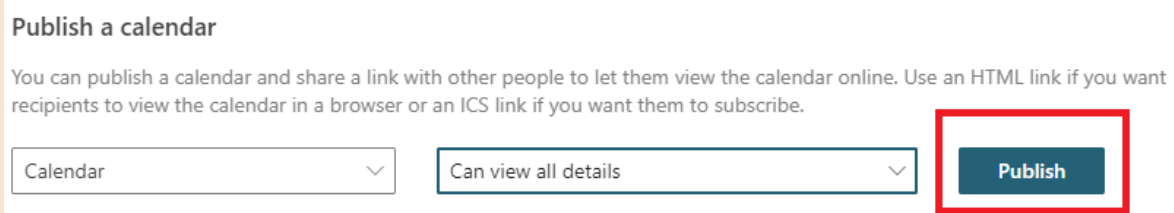
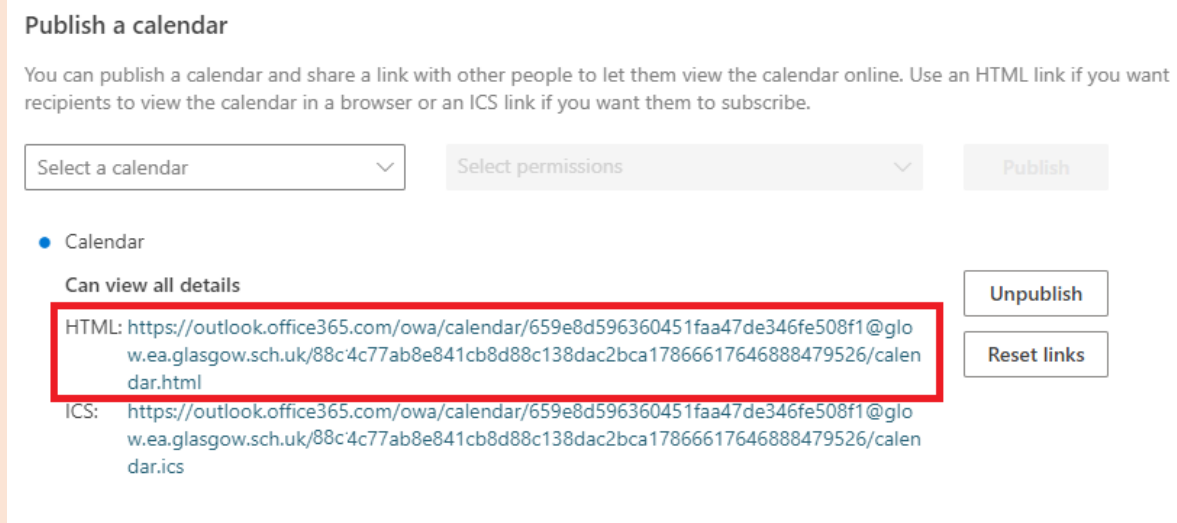2. Under **publish a calendar**, select your calendar:
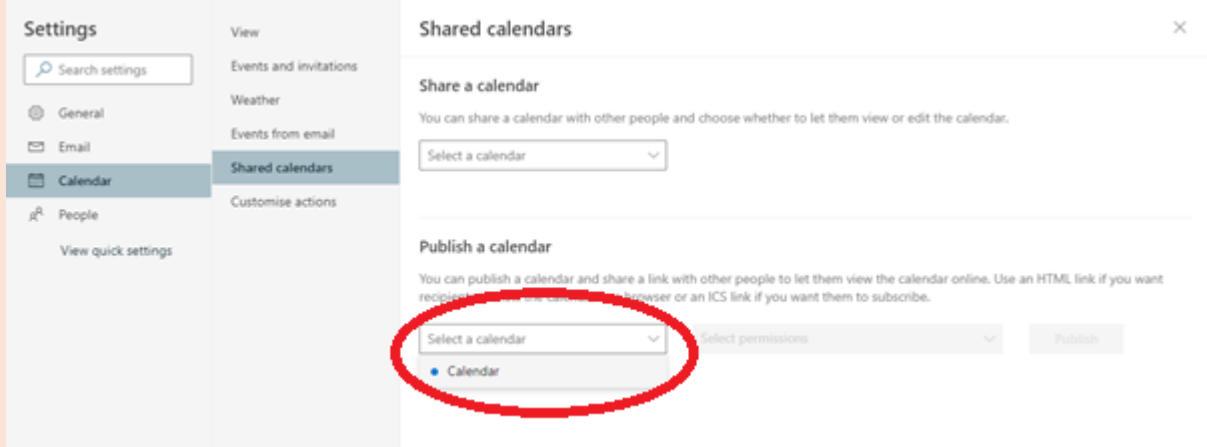
3. Set the permissions to **Can view all details**

4. Click on **publish**

5. Copy the link next to **HTML** – this link can be shared with anyone you wish to see your calendar events

6. Parents and Guardians simply need to visit this webpage from any browser to view the calendar, it can also be added to favourites for easy access