



Wester Cleddens Primary School
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18th May 2020

Dear Parents/Carers

This week we have moved to using the 'Assignments' feature within TEAMS. We have moved to this feature away from Class Notebooks, as feedback from a variety of parents, carers, and staff, highlighted variety of issues with accessing, viewing, and uploading work to Class Notebooks.

We are hoping that using the 'Assignments' feature will help to streamline work Class Teachers are providing (*which remains optional*) and make it more accessible. We will continue to review our digital learning taking place and continue to make adaptations following feedback, including surveys regarding learning provision that will be sent out in due course.

More information about the 'Assignments' feature can be found by clicking on the link below.

<https://www.youtube.com/watch?v=NGuv9wHCWYE>

Class Notebooks can still be used to upload work, if you wish to use this feature alongside 'Assignments', however, these will not be checked as regularly. If your child uses their Class Notebook, your child could post a comment for their Class Teacher on the appropriate channel (e.g. Social Studies and Expressive Arts, Literacy) and say that they have posted work in their Class Notebook. This would alert the teacher to look at this, as when using Class Notebooks, teachers do not receive notification that work has been placed in here.

If you have any questions or concerns and wish to speak to your child's teacher, please can I ask that you send an email to the office email address office@westercleddens.e-dunbarton.sch.uk. If you post any questions or concerns in your child's notebook, this may not be picked up as quickly and may be missed.

Please do not hesitate to contact me, if you have any further questions.

Best wishes

Fiona Kynigos

Mrs Fiona Kynigos
Head Teacher



Happy Together, Learning Together, Achieving Together