



## LETTER CIRCULAR

**Date:** 21<sup>st</sup> May 2020

**Ref:** DDLTS 19/2020

**To:** All Heads of Middle and Secondary Schools (State and Non-State) and Sections

**From:** Mr Omar Seguna – Education Officer Digital Literacy

**Subject:** Webinar for School Leaders - Staff Rooms, staff Meetings, meetings with parents and sharing of files and forms

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The Directorate for Digital Literacy and Transversal Skills is organising a webinar for all School Leaders, including Heads of Colleges Network, Education Officers, Heads of Schools, Assistant Heads and Heads of Department.

The webinar is going to be on Wednesday 27th May, 10am to 11.30am.

The focus of this webinar is going to be on the creation of a staffroom, organising online staff meetings, communication with parents, sharing files with staff using Teams and One Drive and also on the creation and sharing of Forms.

Those who wish to join this session may register on <https://bit.ly/3e4gAta>

A link to the webinar will be sent via email.

This webinar can hold a limited number of participants, on first come first served basis. If the number of registrations exceeds the limit you might be contacted to attend another time.

In the meantime, we are going to continue delivering more webinars for class teachers, learning support educators and other educators. Please find more info on <https://bit.ly/dlts-secondary> and <https://digitalliteracy.skola.edu.mt/>

**Mr. Grazio Grixti**  
**Director**  
**Directorate for Digital Literacy and Transversal Skills**