



Ref: KLA/KB

4<sup>th</sup> January 2021

Dear Parent/Guardian/Carer,

I hope that this letter finds both you and your family well.

I am writing to inform you that in order to support your child's remote learning, **pre-recorded lessons and work will be available from Tuesday 5<sup>th</sup> January at 9 am on Microsoft Teams**. A timetable of all lessons and work available this week is included at the end of this letter.

If there are any changes to the timetable, we will inform you accordingly.

### How to Find the Lessons

- In order to access the lessons, students need to log onto Microsoft Teams and **do not need any additional passwords**.
- When they log on they will be automatically be presented with a screen with the different 'Teams' they are part of in Microsoft Teams.
- Work can be found in the year Team for their academic year e.g. **'Year 7 Students' where they will find all lessons for all subjects**. In some cases, this work will also be available in your child's individual class team.
- To return any requested work, students need to submit this in their class team under 'assignments'. If work cannot be typed, then this can be handwritten, and a photograph of the work submitted.
- In addition, your child has been e-mailed a guide to using 'Microsoft Teams' should they need additional guidance. **For additional further support and information please look at the school website under 'Students- IT Support'**.

### How long are the lessons?

Lessons will last around 45 minutes which may include time for students to complete tasks during the video (for example the teacher may ask students to pause the lesson for 10 minutes to complete a task before the student starts the lesson again to review it.)

### When are lessons available?

Lessons will be placed in the relevant 'Team' area each day and available from 9am. Lessons will remain in the 'Team' after that so that students can catch up later if they need to or can go back and review their learning again.

Can I take this opportunity to thank you once again for your support of your child's learning at this time.

If for any reason your child is unable to access the work on Teams, paper copies of work can be collected from the school office.

Wishing you all the very best for the new year.

Take care.

Yours sincerely,

Miss Lane (Deputy Head/ Head of Lower School)



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## Remote Learning Timetable – From Tuesday 5<sup>th</sup> January

Day	Year 7 – 9	Year 10 and 11
<b>Monday</b>	English, Maths, Science, French/ Spanish, Dance(Y9)	English, Maths, Science, Option A, Option B
<b>Tuesday</b>	English, Maths, Science, RE, Enterprise(Y9)	English, Maths, Science, Option C, Option D
<b>Weds</b>	Geography, History, Music, Drama, Art	English, Maths, Science- Option E, Option A
<b>Thurs</b>	English, Maths, Science, Technology	Option B, Option C, Option E, RE, Dance/ Sports Science
<b>Fri</b>	Geography, History, French/Spanish, Media(Y9), Computing	English, Maths, Science, Option D, Dance/Sports Science, RE