

Haileybury Turnford

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5th July 2021

Dear Parent/Carer

As you are aware we have asked Year 10 students to stay at home and not attend school tomorrow, Tuesday 6th July. It is extremely important that we provide the students with a quality education through our remote learning platform Microsoft Teams.

The exception to working from home is for the Year 10 Child Development students who have an all-day session in school with Miss Ridgeway. This will go ahead as planned, and students should arrive in school for 8.55am.

Student expectations

1. **Students are expected to attend all online lessons. This is non-negotiable and attendance will be tracked and monitored.** If your child is unwell, please contact attendance@haileyburyturnford.com as per the normal procedure.
2. When students join the online lesson, they are expected to behave in an appropriate manner and adhere to the school's behaviour policy. Achievement points will still be awarded for excellent engagement and conduct.
3. All microphones and cameras should be switched off. All lessons will be recorded for safeguarding reasons.

Timetable for the day

1. Students will receive invites from their teachers for each lesson. This will be sent through their school email and they should accept all lesson invites.
2. Students will then log into Microsoft Teams and join the lesson using their calendar.
3. Lessons will begin 15 minutes later than usual so please check the timetable below carefully.
4. Students should review and consolidate their learning in the time at the end of each remote lesson, prior to the following lesson starting, and following Period 5.

Morning briefing with Ms Johnson & Mr Macaulay	Period 1	Period 2	Period 3	Period 4	Period 5
8.45am	9:15am-9:45am	10:15am-10:45am	11:30am-12:00pm	12:30pm-1:00pm	2:20pm-2:50pm

How do I log into Microsoft Teams?

- Go to the school website www.haileyburyturnford.com
- Go to the student portal on the school's webpage and click "Teams".
- Here they will be asked to log-in using their school username and password. **This is the same details as they would use in school.**
- If you do not have any IT provision then please contact Mr Macaulay via email – macaulay@haileyburyturnford.com

Families who are in receipt of Free School Meals should contact Miss Gibbins gibbinsc@haileyburyturnford.com if you wish to collect a meal. We ask that you do this by no later than 11.00am tomorrow, Tuesday 6th July, in order for us to prepare your meal.

It is essential that students log into live lessons and engage in their learning. Attendance is essential for us to continue to deliver our curriculum and to support your child's education.

Please do not hesitate to contact your child's Year Achievement Co-ordinator, Ms Johnson if you have any queries or concerns relating to this process.

Yours faithfully
Mr E Macaulay
Assistant Principal



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