

13th December 2022

Dear Parent/Carer

As you are aware we have asked students to stay at home and not attend school tomorrow, **Wednesday 14th December**. It is extremely important that we provide the students with quality education through our remote learning platform Microsoft Teams.

Student expectations

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 as per the normal procedure.

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. All microphones and cameras should be switched off. All lessons will be recorded for safeguarding.

Timetable for the day

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.

Students will then log into Microsoft Teams and join the lesson using their calendar.

Lessons will begin 15 minutes later than usual so please check the timetable below carefully. Lessons will begin from Lesson 2 to enable staff and students to be correctly set up.

Period 2	Period 3	Period 4	Period 5
10:15am-10:45am	11:30am-12:00pm	12:30pm-1:00pm	2:15pm-2:45pm

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 problems regarding IT then please contact your Year Achievement Co-ordinator
- **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 if you have any queries or concerns relating to this process.

Yours faithfully



Miss Newman
Assistant Principal

