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Headteacher: Mr J Parr BA Hons

1st June 2020

Dear Year 10

During this week either Dr Wood or myself will be delivering an introductory session for your science group on how to use Microsoft Teams for online lessons. We will also deliver an online Chemistry lesson for your group during the week beginning 8th June and following this trial your other class teachers will be providing online lessons.

Your introductory session will take place on the following day, at the time indicated:

10T1 - Tuesday 2nd June @ 2:10pm with Dr Wood

10T2 - Tuesday 2nd June @ 2:10pm with Mr Bird

10C1 - Wednesday 3rd June @ 11:20am with Mr Bird

10C2 - Wednesday 3rd June @ 11:20am with Dr Wood

10C3 - Thursday 4th June @ 11:20am with Mr Bird

We will post a link to your Microsoft Teams group on Go4Schools on the day of your lesson and you will need to log into Office365 to join the group, remember your username is your school email address and your password is the same password you use to logon at school. It is really important that you are on time for the session and we would like you to log into the session at least 5 minutes before it starts just in case you encounter any issues, please send us an email if you are unable to logon. Your camera will be disabled, so there is no need to dress up, but your microphone will be enabled to allow you to ask questions, so please be careful what you say as the lesson will be recorded so that you can access it at a later date.

This session will be the lesson task for that day and so we are expecting everyone who is able to attend it to do so at the time indicated above. If there is a genuine reason for you being unable to logon please don't worry, send us an email in advance of the session to let us know and we will provide you with notes and access to a video recording of the session so that you know how lessons will work in the future. We will continue to set work through Go4schools and you will have access to the same work if you are unable to attend the online lessons, but if you are able to attend then you should take the opportunity to discuss the work with your class teachers.

If you have any questions about Microsoft Teams or the online lessons please send me an email and I will get back to you,

Mr Bird
Head of Science

Executive Headteacher
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