

Dear Parent/Carers,

As we announced at the end of Term 5, from next week (Monday 8th June) we are moving over to using Microsoft Teams Classrooms to set students work, provide them with help on any work they are finding difficult, and give students a quicker and easier way to send their work back to their teachers.

### How will it work?

Over half-term, your son/ward will have received some emails telling them that they've been added to different classrooms based on which set they are in and which subjects they've chosen to study at GCSE. Students will be in one classroom for English, Maths and Science, then separate classrooms for PE, Geography or History, and for their options.

We've set up a weekly timetable with work for three subjects set each day:

- Each day's work will be posted in the morning
- Students will have until Friday at 7pm to submit all the work for that week and complete any quizzes that have been set
- Students don't have to complete the work at set times during the day – It's up to the individual student when they choose to complete their lessons, however we do recommend that you follow the timetable below and upload work each day
- Work will come in different forms such as, PowerPoints, worksheets etc
- Students will be able to create or edit documents online and then submit them - or they can take a photograph of their work and send these in via Teams for their teachers to see.

Below is the timetable for the week. If there is a slot that has two subjects listed, e.g. Geography/History, they should choose the subject they take from these two.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Science	Maths	Science	Maths	Science
BTEC PE	English	Geography/History	English	BTEC PE
Option 1	Geography/History	Option 2	Option 1	Option 2

You will also see that there is an 'Option 1' and 'Option 2' - the table below tells you which subjects these will be for your son/ward. If your son/ward doesn't do BTEC PE, they should do iMedia in that slot.

<b>Option 1</b>	<b>Option 2</b>
Computer Science	Travel and Tourism
CBE - Construction	Engineering
Art and Design	Photography
Business and Enterprise	French
iMedia	DBE - Architecture
Music	Art and Design
Performing Arts	Citizenship and Law
Hospitality	Triple Science
Computer Science	

Students can also use their Teams Classrooms to ask for help, but it is essential that they follow the same rules as in the classroom, remembering to use appropriate language. Any inappropriate communication will be monitored and sanctioned.

### **How do I get started?**

Microsoft Teams will work on multiple devices such as laptop, Mac, PC or mobile phone. The most user-friendly way of using Microsoft Teams is by using the app version. To download the app just follow this link (if the link does not work, copy and paste the link into your search bar or google 'download Microsoft Teams' and click the first link):

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Once you've downloaded it, you can login using your @sflt email address and password and all your teams will be there. If you don't want to use the app, or can't download it, you can also access Microsoft Teams via any internet browser in the same way that you access your email account – if you click the link in the invitation emails you've been sent, it will take you to MS Teams online.

This is new for everyone and will take a bit of getting used to, so we've put together some videos and step-by-step guides to help you. You can find these on the Academy Website here - <http://www.sflt.org.uk/greenacre/academic/homelearningstudents/> You can also email [teamssupportGA@sflt.org.uk](mailto:teamssupportGA@sflt.org.uk) to get support or ask any questions about how to get it set up.

This is how all work will be set for Term 6 so it is really important that your son/ward knows how to access their Teams Classrooms ready for Monday 8<sup>th</sup> June.

We hope that you are all staying safe and we look forward to the time when we can see our students again in school.