

25<sup>th</sup> November 2020

Dear Parent/Carer,

The lockdown earlier this year highlighted the limitations in using Go4Schools to set work. Predominantly, this was because students were unable to send work directly back to their teachers. We also discovered the only way to ensure all students could access the work was by putting all resources in PDF format. Again, this limited the way students could approach their learning.

As a trust, ELAT, have invested in Office 365 for all students in their four schools. This means every student has access to the work they create anywhere they have an internet connection. It also gives all students access to Word, PowerPoint, Excel and many other useful apps. To access their Office 365 account, students need to login using their academy email address and the password they use to login to the computers onsite. Often, this is two words and two numbers.

E.g. [20wickendenn@elatschools.co.uk](mailto:20wickendenn@elatschools.co.uk)

For most of our students, their email address is the year their cohort started at Brittons, followed by their surname and then the initial of their first name. There are a few exceptions where students have the same surname and initial as other students in their cohort. All email addresses finish with @elatschools.co.uk.

Once students have accessed their Office 365 account, they have all the apps previously mentioned and also access to their OneDrive. This is where they can store all their personal files in folders they create and they can also access Teams.

Teams is where staff are now uploading lessons and resources for students. It is also where students will be set homework assignments. Homework assignments can be completed using the apps accessible via Office 365 and are submitted directly to the student's teacher. The teacher can then share feedback with the student, so they can make further improvements.

Many students have found downloading the Teams app to their mobile devices helpful as they get alerts and messages directly to their phones. Some homework can even be completed using their phones, rather than needing access to a laptop or PC. It also means, they can open files on their phone that teachers have shared with them for reference and revision.

Parents and carers can access their child's Teams account by using the same login details as their child. This means parents can see exactly what has been set and what resources have been uploaded to support their child. They can also see the standard of work being submitted by their child and the feedback received by the member of staff.

Due to some students and staff having to self-isolate, some lessons will be taught live via your child's virtual classroom on Teams while either the student or the teacher is working from home. These lessons will be scheduled at the normal time the student would have the lesson. Students can join from any device they are using Teams on. We will also share Streams on Teams which are pre-recorded lessons which include explicit direct instruction from the teacher about how to complete the work set.

We are currently in a transitional period and we appreciate your support and patience at this time. From **Monday 30<sup>th</sup> November**, all work set will be via Teams rather than Go4Schools. This new technology will make remote learning more interactive and provides much greater communication between students and teachers. However, please bear with us while we become accustomed to these new ways of working during these unprecedented times. We believe Teams and Office 365 will improve the support we provide for your child's education whenever we are not in a physical classroom.

Yours faithfully

A handwritten signature in black ink, appearing to read 'N. Wickenden', with a long horizontal flourish extending to the right.

Ms N Wickenden