*Monday 11th January 2021*

***Continuing our curriculum in school and at home***

We are asking that students continue to access their class Teams each lesson to follow their in-school timetable at the times below:

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|  | **TIMES** | **LOCATION** |
| **Form Time** | 9:00 – 9.15  9.00 – 9.15 live | Microsoft Teams – use your Form Team |
| **Period 1** | 9:30 – 11.10  9.30 – 10.10 live | Microsoft Teams – find your Team for your normal period 1 |
| **Period 2** | 11:30 – 13.10  11.30 – 12.10 live | Microsoft Teams – find your Team for your normal period 2 |
| **Period 3** | 13:30 – 15.10  13.30 – 14.10 live | Microsoft Teams – find your Team for your normal period 3 |

This means that a live lesson can take place at this time, a pre-recorded video could be watched at this time or resources posted by your teachers could be accessed by yourselves at this time. Whatever the format of the provision it will be posted in the class team by your subject teacher at the above time for you to access it and this will give you a structure to your day that is hopefully beneficial. Our aim is to offer a live provision for some of each lesson for example you would receive a 40-minute live lesson followed by a 60 minute assignment or task. Students will be registered in each live lesson to help us with our focus on engagement and supporting you in your learning from home.

You will be able to access your remote learning through Microsoft Teams which can be found through logging in to the office website ( <https://www.office.com> ) or through logging into the Microsoft Teams app (available for desktop and iPad). The login for both of these is your student school email address and password.

\*If you are unsure how to access teams or experiencing technical difficulties a help video is available here: <https://web.microsoftstream.com/video/33b3cc16-d4a3-4c2f-a1b0-74104f1708c8> or email [it-support@sbeschool.org.uk](mailto:it-support@sbeschool.org.uk)

You should make sure you have your normal school timetable to hand so that you can find the correct Microsoft Team for each lesson following our four-week timetable **.** Your timetable is also available by logging on to Go4Schools: <https://www.go4schools.com/students/>

As well as home learning on Microsoft Teams, homework may also have been set for you and your class mates on Go4schools. Can we recommend that each day you are not in school that you:

\*Login to your school email  \*Login to Go4schools   \*Login to Microsoft Teams

These are the ways we can communicate with you via posts, emails and notifications. We will continue to work with you virtually or in person in the best ways we can,

*Mrs Z Peskett*

**Assistant Headteacher**