

10th January 2021

Re: Remote Learning MS Teams – Year 11, 10 and 9

Dear Parent,

Providing your child has accessed their Office 365 account, I have provided the roll out dates for MS Teams for your child's particular year group.

Year 11 – Tuesday 12th January.

Year 10 – Thursday 14th January.

Year 9 - Friday 15th January.

Your child should continue to access the Zoom lessons via the online timetable until the date of the roll out of MS Teams for their particular year group as detailed above.

Procedure

- Pupils will follow their **normal school timetable** i.e. lessons Period 1-5, Monday-Friday (excluding recreational P.E (all years); Duke of Edinburgh (Year 10); Sports Leader or Arts Award (Year 9).
- Each day, **between 15.00 – 16.00 p.m.**, pupils will receive lesson invites from their teachers for lessons for the **following day**.
- Pupils will receive lesson invites via their **personal school Outlook e-mail account**.
- In order to access a lesson, pupils will need to **click on the link** in the **e-mail** from their teacher.
- In terms of lesson resources, feedback and assessment, individual teachers will guide pupils accordingly.

If there are any issues, please e-mail Office365@eastwood.southend.sch.uk

Yours sincerely,



Mr. N. Houchen
Principal