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Headteacher: Mrs Rachel Kelly BA (Hons)

4 January 2021

Dear Students

Hello everyone and Happy New Year!

You will be following your normal timetable to have your lessons delivered online via Teams from tomorrow at 8:30am. It is a week B this week.

You will need to join each of your lessons every day by clicking on and joining the class in your Teams calendar. Your teacher will be there to greet you and teach the lesson - so P1 is at 8:30, P2 at 9:30, P3 at 10:55, P4 at 11:55 and P5 at 2pm. A register will be taken each lesson.

You will not need to log on at 8:20am for registration nor at 1:40pm for afternoon registration.

Do check your year group teams channel for year group updates.

If you are unwell on any day, then your parents will need to ring the absence line in the usual way to let Mrs Eady know that you will not be attending your online lessons that day.

Your teachers and tutors are available on email if you need to ask anything.

As it stands, we will see Year 11 in person from next Monday and the rest of the school from Monday 18th January.

With best wishes

Mrs Kelly



Some basic instructions for accessing TEAMS:

While it is possible to view TEAMS on a phone it is not a recommended device to use as there is limited ability to complete work on the small screen of a phone.

Preferably use a PC or Laptop, some tablets may also work.

Download the Microsoft TEAMS app onto your PC/device from either the internet for PC or the iStore/Google Play for other devices.

Here is the download link for a PC:

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

Once downloaded and installed TEAMS can be started, and the user can login using their school email i.e. Jim Hardy would be: [jhardy@stourvalley.org](mailto:jhardy@stourvalley.org)

The password is the same password that students would use to access the school computers as if they are logging in during a Computer Science lesson in a computer room.

Once into TEAMS students should access the Calendar section, they will be able to view and join lessons scheduled lessons.

TEAMS can also be accessed by logging into office.com using the same email and login credentials this additionally allows students to access their email account using Outlook and the online versions of Word, Excel, Powerpoint etc, however this version of TEAMS has reduced functionality compared to the downloaded app.

Password resets can be configured by using office.com and a new user will be prompted to enter their phone details to allow them to reset their own password.

If this is not possible password resets can be requested by emailing: [itsupport@stourvalley.org](mailto:itsupport@stourvalley.org)