



St Andrew the Apostle

Greek Orthodox School



4th November 2020

Dear Parents/Carers,

Re: Remote learning from home using Microsoft Teams – Practice, Tuesday 10th November 2020

Further to my previous letter, I am writing to inform you of the schools' next step in preparing for remote learning should the occasion arise.

As part of the school's remote learning provision we are using Microsoft Teams to deliver lessons. This allows us to securely communicate and collaborate with our students if/when they need to learn from home. We have been using this successfully with some of our students who were called upon to self-isolate last term and now we want to ensure that all Year groups can use the software and access lessons from home.

Therefore, on **Tuesday 10th November 2020**, all students will not be expected in school until 11.00am. Instead students should remain at home and login to Teams for the following sessions:

8.30am – Tutor Time

8.55am – Lesson 1

We would appreciate it if you could support your son/daughter in accessing the two sessions.

The practice registration period and lesson will end at 9.45am whereby we will then expect students to make their way to school in time for period 3 which begins at 11.00am. There will be no break time on this day, but students can access our canteen at their usual lunchtime.

In advance of Tuesday 10th November, please check your son/daughter can do the following:

- Access Office 365 via our school website
- Log in using his/her Office 365 address and password issued to all students before the half term break
- Find the icon for Microsoft Teams.
- Log in to the live tutorial session taking place on Tuesday 10th November at 8.30am.

Please see instructions on accessing Microsoft Teams BELOW.

These sessions are a vital practice run for a possible remote teaching scenario and it will allow us to identify any students who need support in accessing the Microsoft Teams platform. If this is the case, we have plans to address this in tutor time on **Wednesday 11th November**. I also want to reassure you, the school is not currently planning to close and this is merely a precautionary measure should a situation arise. If you have any questions regarding this, please feel free to contact the school via:

admin@standrewtheapostle.org.uk

Yours sincerely,

Mr M. Vassiliou

Headteacher – Acting



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Getting ready:

To access Office 365

Should the school experience disruption caused by Covid 19 and periods of self-isolation lessons will be delivered via remote learning platforms. In order to make this process work we will need all students to access office 365. This will allow us to use additional support software.

How to log in to Office 365:

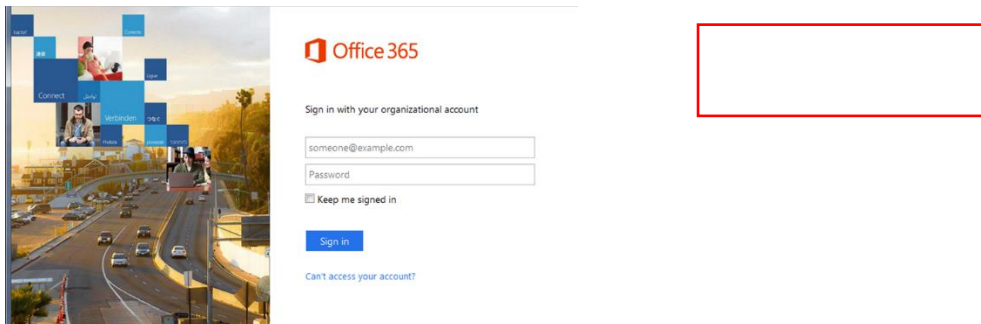
Go to the office 365 login page.

www.office.com

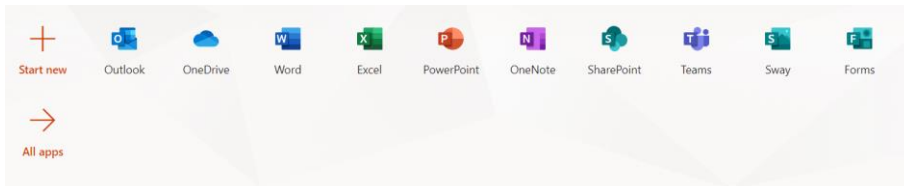
Office 365 Login | Microsoft Office

Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

Sign in using your normal email and password. 15surname.m@standrewtheapostle.org.uk



You should then be able to access a number of apps to support your learning.



If you have more than one account select the work or school account

