



20<sup>th</sup> March 2020

## Year 11, 12 and 13 Remote Working Guidance

Dear Parents/carers

In light of the government's decision to close schools to the majority of students for the foreseeable future we will be setting work for students to do remotely. All students have been set up with access to the Microsoft Teams app which is where they can access all work set by their teachers, get support in completing it and upload it for feedback.

Work will be set at the start of the week with the recommendation that students work to their usual school timetable to complete the tasks set by teachers.

Work set will be purposeful, specific to that class or ability group and will help teachers to gain evidence of the progress students are making during this challenging period.

A range of guidance documents to support students getting access to Microsoft Teams is available on the school website under the Study Support tab then under Student Guidance or via the following link [https://www.garibaldi.org.uk/page.php?p=student\\_info](https://www.garibaldi.org.uk/page.php?p=student_info)

A detailed student focused guide can be found here:

[https://www.garibaldi.org.uk/data/uploads/web/files/Student\\_Support\\_Sheet\\_for\\_Using\\_Microsoft\\_Teams.pdf](https://www.garibaldi.org.uk/data/uploads/web/files/Student_Support_Sheet_for_Using_Microsoft_Teams.pdf)

- Students use their normal school email address and password to access this. They do not need to set up a new account as they are already registered.
- Their email address will be in the following format **4041job15@garibaldischool.co.uk** where '**job**' is the first two letters of their first and surname in this case, Joe Bloggs and **15** is the year they started Garibaldi.
- All the students 'Teams' or classes should already be allocated to them.
- Please do use the weekend to test access so issues can be resolved as quickly as possible.
- If there is an issue with accessing Microsoft Teams or if there are classes that have not been assigned please contact the school so the matter can be resolved.

If your son/daughter/ward is unable to access the internet at home please contact the school to let us know and we can arrange an alternative way to access work remotely.

Thank you for your patience while these arrangements have been put in place and do not hesitate to contact the school if you have any questions or there are difficulties accessing work.

Yours sincerely

**Martin Dawson**  
Deputy Head of School