



20th March 2020

Dear Parents/carers

Year 9 and 10 Remote Working Guidance

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 according to the following timetable for Year 9 and 10 respectively. AM and PM blocks are two hours.

Year 9

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	English	Maths	Science	English	Maths
PM	Option 1 Tue 3 and Wed 3 - Triple Science - Child Dev - DT - Enterprise - Music - Performing Arts	Option 2 Mon/Tue 2 /Thu 5 - Art - Child Development - Enterprise - Geography - iMedia - Performing Arts - Spanish	Option 3 Tue 1 / Wed 4 - Art - Cam Nat PE - DT - Geography - Hosp & Cat - History - Spanish	Option 4 Wed 2 / Fri 2 - Art - Cam Nat PE - Comp Science - Geography - History - iMedia - Spanish	Science – Triple and Combined

Year 10

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Science	English	Maths	Science	English
PM	Maths	Option 1 Mon 5 / Fri 2 - DT - Enterprise - Hosp and Cat - Music - Performing Arts - Triple Science	Option 2 Mon1 / Tue 2 - Art - Child Dev - Enterprise - Geography - Performing Arts	Option 3 Tue 5 / Fri 1 - Art - Cam Nat PE - DT - Enterprise - Hosp and Cat - History - Spanish	Option 4 Wed 3 / Fr 1 - Cam Nat PE - Comp Science - DT - Geography - History - iMedia - Spanish

A range of guidance documents to support students getting access to 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

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

- 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 **4041jobl15@garibaldischool.co.uk** where **'jobl'** 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