

Dear Parents/Carers,

8th January 2020

Teams is a very powerful tool that staff and students at the Academy have been navigating at a pace this academic year. As well as being able to deliver lessons, Teams can also be used to set work for your child using the 'Assignments' function. Some of our staff are now beginning to explore the use of this function. Your child may find they have been set work this way if staff choose to do so.

Starting Sunday 10th January, the main contact we hold on sims for your child will be receiving a weekly automated summary direct to their email. It will include information on work set in Assignments for the previous 7 days and the future 7 days. Further information will be provided on this email that will enable you to have learning conversations with your child at home regarding their remote education. If staff choose not to set their work using Assignments then you will not receive an email.

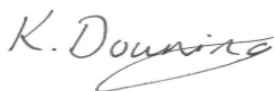
Assignments is just one way that work may be set by your child's teachers, so it is important that they listen in lessons and communicate with us if they are ever unsure of the direct instruction each teacher gives regarding the work and study set.

Various support is available to you and your child through the Academy in relation to Teams. If you have any problems with Teams (or password resets) please continue to contact our technicians via this email address:
swastudentremotesupport@smithswood.fmat.co.uk

Training opportunities have taken place over the last week and many students and parents have attended. I have delivered an 'Introduction to Assignments' session to students today, an invite was sent to all students at the Academy earlier this week. Sessions coming up for students will be on 'How to send an email' and 'How to use OneDrive'. They are optional but we hope as many students take us up on these opportunities as possible. On Monday 11th January we also have a short parents information session on Assignments at 10am. A Teams invite has already been sent out to all parents. More sessions to support you and your child with Office 365 are planned in the coming weeks.

Lastly, thank you for your continued support during this period of our remote education delivery.

Sincerely,



Mrs Downing
Assistant Head Teacher
Curriculum & Standards