

**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

31st March 2020

Dear Parent/Carer(s),

Firstly, I hope you and your families are well.

Thank you for all of your support in helping students register and complete the work that we have set this week, it was encouraging for us to see that so many students had logged on yesterday. However, we are also aware that some students had difficulty accessing the work yesterday. In response to the enquiries that we have had yesterday, here are the answers to some frequently asked questions:

*Where do I access work from?*

Go to the academy website [www.shenleyacademy.e-act.org.uk](http://www.shenleyacademy.e-act.org.uk). Click on “Student work due to emergency closure”. Click on the relevant year group. Open the timetable.

*How do I register?*

Open the timetable (see steps above) Click on “Click here to register”

*When I click on the link it asks me for my email address, what do I use?*

Your Shenley Academy email address. An example of this could be [JoeBloggs19@shenleyacademy.org.uk](mailto:JoeBloggs19@shenleyacademy.org.uk)

*What is my password?*

The password you would normally use when logging in to the computers in the academy building

*What should I do if I have forgotten my password?*

Email IT support at [ShenleyAcademy\\_ITsupport@E-ACT.org.uk](mailto:ShenleyAcademy_ITsupport@E-ACT.org.uk) (please note there is an underscore between academy and IT)

*Will it work on a smart phone?*

Yes, you should be able to access the work on a smart phone. You may need to download the Team app first though.



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**E:** shenley.enquiry@E-ACT.org.uk  
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*What should I do if I still can't log in?*

There is work to complete for every subject on Seneca. [www.seneca.com](http://www.seneca.com)

As an academy, we are attempting to provide all of our students with work and learning to complete during these unprecedented times. We really appreciate your support in ensuring that students are engaging with this work. However, we also understand that every families' situation will be different, and there may be occasions when it is difficult for students to complete the set work at a particular time of day. I am sure we would all agree that whilst maintaining students' academic progress is very important, the absolute priority for us all at this time is ensuring the physical and mental health of our families.

Thank you again for your support.

Kind regards,

Dr J Bartlett  
Head Teacher

