

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

27<sup>th</sup> March 2020

Dear Parent/Carer

Most importantly I hope that you are all keeping well during these uncertain and unprecedented times.

As we move into this new virtual world we are all learning and our aim is to ensure that we improve the service that we offer so that all of our students are supported in their studies during this period of transition.

To support everyone, and especially to help you as parents who are now finding yourself as 'teachers' supporting your children's education from home, we are moving to a more structured approach. This will mean that all students are required to complete a full school day at home which begins with an online registration between 8.30am and 9am.

Everything will be accessed via a simple timetable and when students click on a link it will open the lesson and any additional material. All lessons will end with a short assessment quiz and this will enable us to track completion of work. The school day will end with a final assessment piece which will focus on English and maths. Please can we ask that all students also check their email accounts regularly and that you check the academy website daily as we will use this to post any updates.

Parents of any students who are not completing the work will be contacted via text and then a follow up phone call if work continues to remain uncompleted. **All students are expected to complete all work set.**

We are aware some students may not have access to the internet and we have posted work home. Should you encounter any difficulties or require further support please contact us via [shenley.enquiry@e-act.org.uk](mailto:shenley.enquiry@e-act.org.uk).

Please see instructions below:

1. On the homepage click on the button

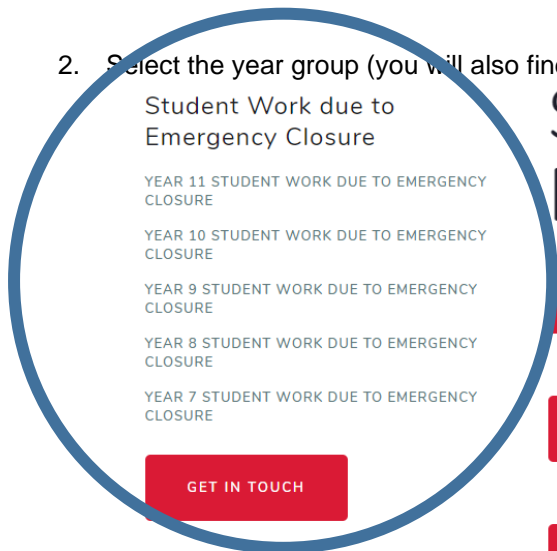
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## STUDENT WORK

Please click on the menu above for Student Work to be completed during the closure

CLICK HERE OR MENU ABOVE FOR STUDENT WORK

- Select the year group (you will also find some links to useful guides in this section)



## Student Work due to Emergency Closure

ONLINE SAFETY GUIDANCE

MICROSOFT TEAMS LOG-IN HELP

HOW TO USE MICROSOFT TEAMS

HOW TO USE SENECA HOME LEARNING PLATFORM

- Click on any subject 'title' timetable to take you to the correct registration or lesson. **You will need to enter your student email address and password to log in.** Please alert us via [shenley.enquiry@e-act.org.uk](mailto:shenley.enquiry@e-act.org.uk) should your child have forgotten their login.

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Monday	
<b>Registration</b> 0830- 0900	Click to register
<b>Lesson 1</b>	Maths Collecting Like Term
<b>Lesson 2</b>	English Identity Poetry
<b>Lesson 3</b>	Science Magnets
<b>Lesson 4</b>	Geography <a href="#">Development</a>
<b>Lesson 5</b>	Dance Learn Little Mix
<b>End of day learning check</b>	Click to complete your daily learning check

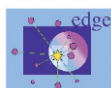
I would also like to take this opportunity to guide you to our **online safety documentation and sources of support** all of which can be accessed from the academy website and to remind you that any student who is using TEAMS or other learning platform that this is not a social media platform and no student level discussions or chat facilities should be taking place. Any student who is deemed to be abusing the lessons delivered by staff will be sanctioned on return to school in line with the school's disciplinary policy. Please also be aware that safe and well checks will be conducted for all students on a regular basis. The number may appear as withheld on your phone, please, however, ensure you answer.

## Sources of Support

[CLICK HERE OR MENU ABOVE FOR INFORMATION ABOUT SOURCES OF SUPPORT](#)

## eSafety

[CLICK HERE FOR HELP AND INFORMATION ABOUT KEEPING SAFE ONLINE](#)





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May I take this opportunity to wish you all well and to thank you for your support during this very difficult time.

Yours sincerely,

Dr Jayne Bartlett  
Head Teacher

