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Dear Parent,

Please see below for information about how your child can access remote learning from now until we break up for Christmas on Thursday. Students should be following their usual timetable with remote lessons calendared into this time, wherever possible. Please check Teams to see when these have been scheduled. Students are also expected to login to their Tutor team during their regular tutorial time where their tutor will be on hand to answer any questions. This is 8.40am for Year 7, 9 and 11 and 3.05pm for Year 8 and 10.

Remote Learning

Learning resources have been placed on each of your child's subject Team on Microsoft Teams. This can be accessed by downloading the Microsoft Teams app to a phone or tablet or through the school [website](#):

Click on the Microsoft Office link: 

Your child should then login using their school email and password.


On the left-hand side, when you scroll down, a Teams icon will appear:



If the student clicks on the Teams icon, each class Team will appear. If the student clicks on a Team, there are home learning resources to be found in either the General or Remote Learning channel under the files tab. These are clearly labelled by week and the child needs to work through the resources according to their usual timetable. Live lessons can be seen and accessed through the calendar option. Please encourage your child to follow their usual timetable using the resources provided and to follow the student acceptable use IT protocol.

Independent Learning

Independent Learning is also being set through Insight which can also be accessed through the school [website](#) or by downloading the Insight app:

Click on the Insight icon: 

Your child should login using their school username e.g. 20KS20 and password. They can then view the tasks which have been set and complete these as they would do normally. These tasks can then be shown to staff when they return to school, emailed to teachers or uploaded through Microsoft assignments.

If you are unable to login to the above sites please contact helpdesk@thomastallis.org.uk. Further information about our remote learning provision can be found on the website on our [education at home page](#) or if you have any further questions please do not hesitate to contact me.

Yours sincerely,

Katherine Walsh
Assistant Headteacher (Teaching and Learning)