

23 September 2020

Dear Parents/Carers,

The school is starting to plan how learning will continue for students in the event of a partial/full year group closure, where students have to self-isolate for 14 days. Given that other local schools have had to take this measure, we felt it sensible to communicate plans for this now. In the event of this happening, your child will be required to access their lessons from home, using Microsoft Teams. Full guidance on how to use Microsoft Teams, on a laptop, tablet and mobile phone, can be found on the school website using this link:

<https://www.hungerhillschool.com/page/?title=Microsoft+Teams+Guide&pid=278>

Please work through the guidance material with your child so they can prepare for the event of a partial/year group self-isolation. This guidance will also be talked through by tutors during form time, with the opportunity for questions. Specific tasks will be set by form tutors to check students' use and understanding of Teams.

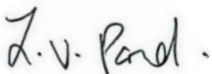
If your child does not have access to a laptop, Teams also works well on a tablet or mobile phone. We recommend that you install Microsoft Office on to any available devices that you have. As part of the school agreement with Microsoft, students can sign in using their school account which will provide them access. The products we recommend are Teams, PowerPoint, Word, Lens and Outlook.

In order for a student to log into Microsoft Office 365 and Teams, they will log in with their school email address. This is their full surname, full stop, their first name initial and then the year they will leave Hungerhill School. For example, Joe Bloggs joined Hungerhill in 2016, so his leaving year will be 2021. Therefore, his school email address is [Bloggs.J21@hungerhillschool.com](mailto:Bloggs.J21@hungerhillschool.com) and his computer username is Bloggs.J21.

Optional drop in assistance will run after school, starting tomorrow, where students can speak to a member of the Senior Leadership Team that will be manning a 'help station': this will be located on the school field to allow for us to maintain year group bubbles. We do not anticipate that this will impact greatly on your child's departure at the end of the school day. Please see below:

Thursday 24 September – Year 10  
Friday 25 September – Year 11  
Monday 28 September – Year 7  
Tuesday 29 September – Year 8  
Thursday 30 September – Year 9

Yours sincerely,



Mrs L Pond  
Interim Headteacher