The Sutton Academy

Together Students Achieve

Principal: Mr Paul Willerton

Dear Parent/Carer                                                      4  January 2023

**Microsoft Teams**

To ensure that our students are able to access work if they are absent from the academy, we are continuing to use Microsoft Teams.

We have re-designed the platform so that resources are now no longer stored by class, but instead now by Key Stage and subject area. It will ensure that work is always available for students to access but also reduce the number of pages students have to navigate to find their work. These updated subject pages will also include useful revision material such as past papers and subject knowledge organisers to support them when preparing for each tracking assessment.

All students have been enrolled into each subject area on Microsoft Teams and when they access the platform, they need to click on the links relevant to their year group. If your child is absent from the academy due to illness or a long-term medical condition this will help to find the location that they navigate to access all the relevant lesson material for that subject.

Students have received training on how to use this platform in their ICT lessons and so they will be familiar with many of its key features and how to navigate around the platform. To support students accessing the site we have added a quick link on our website, created a short guidance video (on our website also) and attached a step-by-step guide to support students logging into Microsoft Teams from home.

Kind regards,

Mr R Hodgson (Assistant Principal)

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