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Chief Executive: Mr D Judson, BEd, NPQH
Head of School: Mr N Lindsay, BA (Hons), NPQH

15th June 2020

Dear Parent / Carer,

I hope this letter finds you and your family safe and well.

Our goal for the upcoming Year 10 Academic Mentoring Meetings is to check on the wellbeing our Year 10 pupils, specifically how your child has been coping in the lockdown. We also wish to discuss the work that has been set for pupils across subjects and the work that has been completed to date. We also wish to look ahead to work that will be set and that requires completion in the forthcoming weeks and to support you as much as possible with this.

Please find below the details for your child's virtual Academic Mentoring Meeting on **Microsoft Teams**:

| | |
|-----------|--------|
| Date: | XXXXXX |
| Time: | XXXXXX |
| Mentor: | XXXXXX |
| Location: | XXXXXX |

- Please ensure that yourself or another parent / carer is present during the Microsoft Teams Meeting. There will be two members of Longfield Academic staff in attendance
- The appointment will last approximately 30 minutes

Joining a Meeting on Microsoft Teams

- You can download the Teams app and join on a phone / tablet or use the desktop version of Microsoft Teams on your PC / laptop.
- Your child will receive an email to their school account inviting them to the meeting which requires an RSVP - they need to click 'yes' which will add this meeting to their calendar
- Please check that your child can access Microsoft Teams and their school email account before the date of the meeting, and that your speakers and microphone are working

Instructions

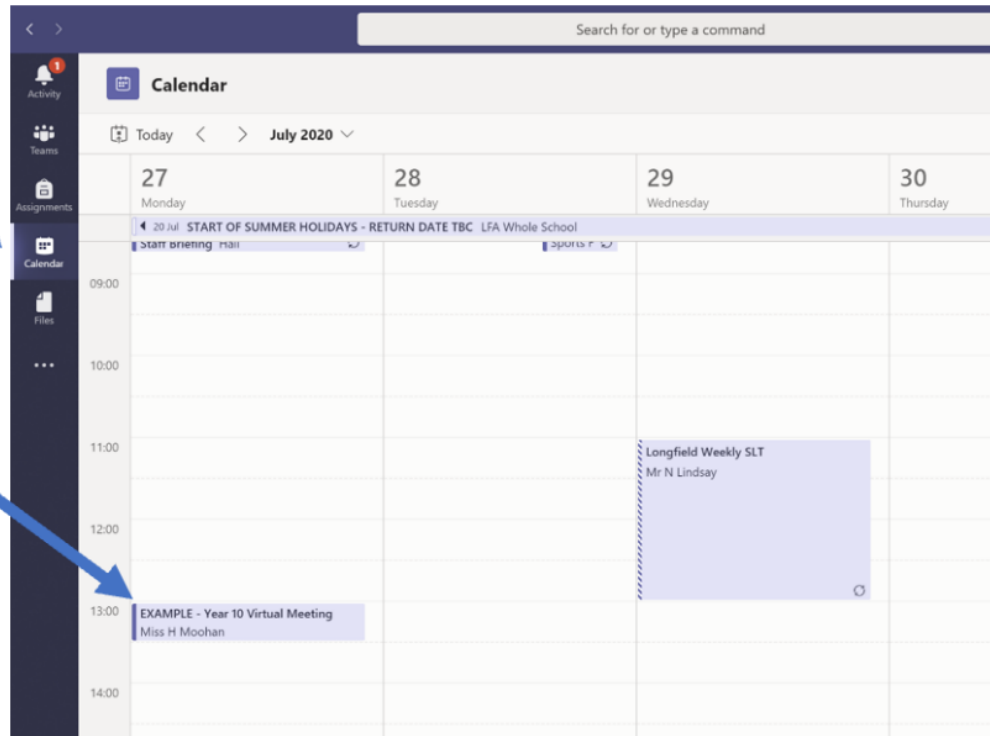
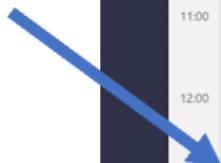
1. Go to 'Calendar' on the left side of your screen
2. Once you have clicked 'yes' to the meeting request, this will appear in your calendar
3. To join the meeting, simply click on the meeting in your calendar and select 'Join'



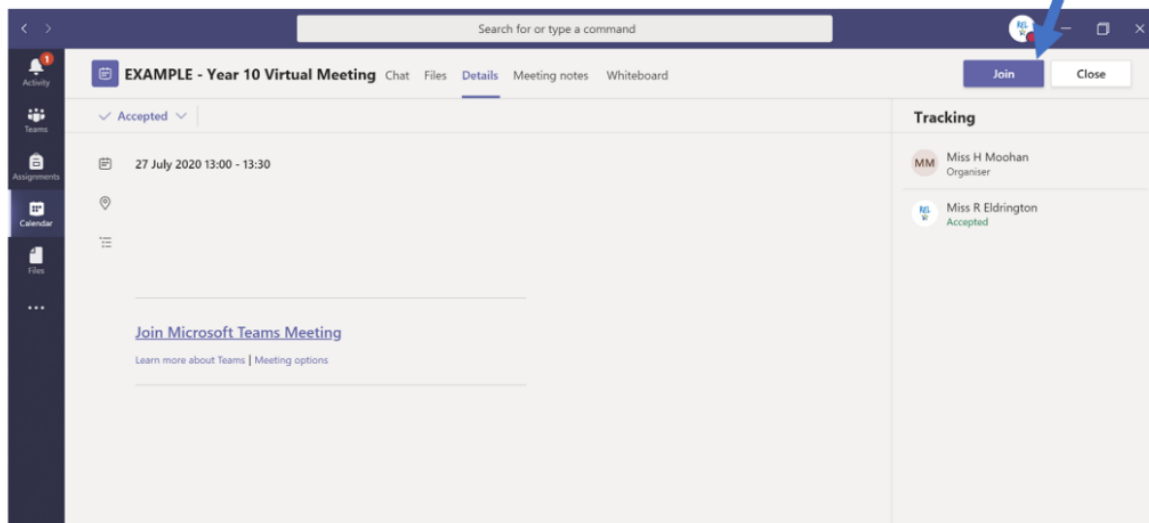
Step 1.



Step 2.



Step 3.



If you have any issues accessing Teams or your child's school email account, or if you need to cancel or rearrange your appointment, please contact enquiries@longfield.swiftacademies.org.uk before the date of your meeting.

Your sincerely

Miss R Eldrington
Assistant Headteacher