

21 September 2023

Dear Parent/Carer

Re: Microsoft Teams

To ensure that our students are able to access certain home learning tasks as well as work if they are absent we are continuing to use Microsoft Teams.

We have re-designed the platform so that resources are now no longer stored by class but 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 be the location they go to access all the relevant lesson material for that subject.

Students have received training on how to use this platform in their ICT lessons 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 that is on our Youtube channel and attached to this is a step by step guide to support students logging into Microsoft Teams from home.

For any additional queries or if you require support please contact Mr Lloyd who oversee the day to day management of the system:

[gavin.lloyd@thesuttonacademy.org.uk](mailto:gavin.lloyd@thesuttonacademy.org.uk)

Yours faithfully

*R Hodgson*

Mr R Hodgson  
Assistant Principal