



**THE NOTTINGHAM
EMMANUEL SCHOOL**
A Church of England Academy

Gresham Park Road, West Bridgford
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www.emmanuel.nottingham.sch.uk
Wisdom ♦ Hope ♦ Community ♦ Dignity

15 December 2020

Dear Parents/ Carers,

Re: Partial closure – Year 11 on Wednesday 16th and Thursday 17th December

I am writing to let you know that Year 11 students will be required to work from home for the final two days of this term.

We have had a significant number of positive COVID, including this week in Year 11, as well as a number of teaching staff who are absent as a result of COVID, meaning that we can no longer cover all classes.

Whilst away from school, students in Years 11 will continue to access learning each day. Students will access their learning using Microsoft Teams and should follow their normal timetable for the next 2 days from period 1 tomorrow. Detailed guidance can be found overleaf.

The rest of the school remains to students in Years 7, 10, 12 and 13.

I fully appreciate the challenges that this news creates for many families and thank you for your understanding at this difficult time.

Yours faithfully,

Mr D. Hobbs
Principal



A member of **Archway Learning Trust**
Registered in England and Wales
Registration Number: 7875164
Registered Office: Aspley Lane, Nottingham, NG8 5GY



CENTRE



SCHOOL
MEMBER



We're working
towards **Artsmark**
Awarded by Arts
Council England

Guidance for Year 11 students and parents of students working from home

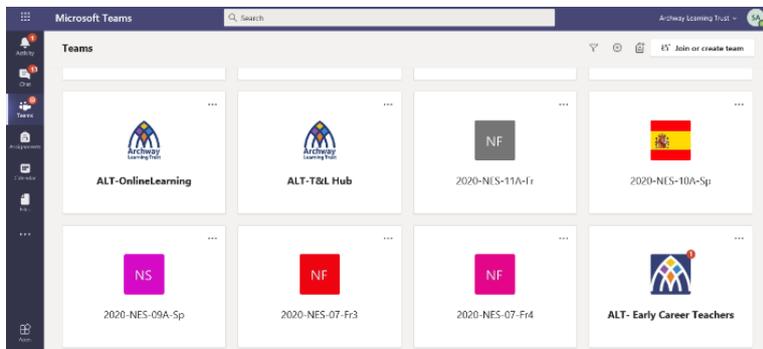
- Please follow your normal timetable (this can be accessed via Go4Schools).
- All of your lessons and resources for those lessons will be uploaded to Teams. Please follow the guidance below regarding how to log onto Teams. If you have problems accessing Teams then you must send an email with a screen shot immediately to servicedesk@archwaytrust.co.uk so that we can support you to access as soon as possible.
- For each lesson, log onto your class team at the correct time on your timetable and the teacher will have uploaded a task and/or resources for you to access with clear instructions. Please ensure that you email completed work back to your teacher.

If you have any problems or questions then please email your year leader immediately so that we can support you.

Thank you, Mrs Anderson

A reminder as to how to log into Teams:

- 1) Go to www.office.com and sign in with your **school email address and password**.
- 2) You will see the following screen, look for the Teams icon and click on it.
- 3) Click on the class for the subject you are doing for example 2020-NES-11-Fr
Fr = French



- 4) Click on assignments to access the resources and follow the instructions that the teacher has given you.

