

29th June 2020

Dear Parents and Carers,

You may be aware that we began to trial live lessons this week for some subjects for our year 9 students. This week, we will be offering a full timetable of subjects.

These lessons are crucial to ensuring your child is as prepared as possible for their return to school, and have been carefully planned to cover work they may have missed and will support the online work they should continue to complete. Please ensure your child attends as many as possible. Below is the timetable of lessons, as well as a guide to accessing the lessons. If your child has any issues they are able to contact any of their teachers over email or they can contact the main school reception.

Kind regards,

Catherine Hickey
Assistant Principal: Teaching and Learning

	Monday	Tuesday	Wednesday	Thursday	Friday
12.30 – 1.30	English	Options	English	History Geography	Spanish Computer Science
2 – 3	Maths	Science	Maths	RE	Science

How to get on Microsoft Teams - Live lessons

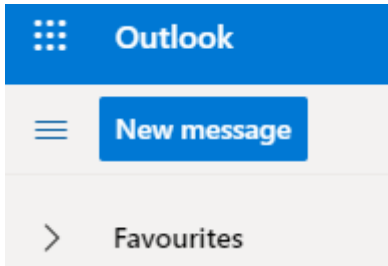
You should have received an email asking you to confirm that you will attend the lesson, please accept that.



When you are on your emails (get on a few minutes before the lesson starts if this is your first lesson on Teams) you should get a reminder saying that you have a lesson and asking if you want to join. Click join now, that will take you to a new screen, where you can mute your microphone and turn off your camera. Please turn off your camera!

Pride, Grit and Team Spirit

PRINCIPAL: MR JON ANGELL CEO: MR STEVE TAYLOR | THE CITY ACADEMY, RUSSELL TOWN AVENUE. REDFIELD, BS5 9JH
TEL: 0117 9413800 EMAIL: INFO@CITYACADEMY.BRISTOL.SCH.UK | WWW.CITYACADEMY.BRISTOL.SCH.UK



If that doesn't happen there is an easy way to get in to Microsoft Teams any time; in the top corner of your emails are 9 small squares

Click on those nine dots, and one of the options is Microsoft teams.

Click on Microsoft Teams, and that should take you through to either a login screen or straight through to the Microsoft Teams.

There is then a tab on the left hand side that says calendar. If a lesson is happening at the time you will be given the option to join that lesson.

Once you have logged in to Microsoft Teams you will not need to login for future lessons.

Is there an app?

Some of you may want to do this on your phone or tablet which is fine, and you may want to download the Microsoft Teams app which is free.

Your login details are your school email address and school password.

If you have any queries please email any of your teachers.

If you find yourself unable to email your teacher, please call the school on 0117 941 3800

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