

4 February 2022

Dear Parents/Caregivers,

RE: ARRANGEMENTS FOR ONLINE/HOME LEARNING AT THE SCHOOL OF LANGUAGES

We will be using Microsoft Teams to provide online lessons during Week 2, the week beginning Monday 7 February, (Years 11-12) and Week 3, the week beginning Monday 14 February, (all students). Students click a link to access the class at the regular class time.

- All students will receive a Teams online lesson link via email prior to the lesson.
 - Students in **Years 1-12** will receive the link via their school email account (e.g. StudentName@schools.sa.edu.au)
 - For students in a non-government school parents will receive an email outlining how to access your child's @schools email address and password
 - For **students in Reception**, materials and a link to the online lesson will be sent to parent/caregivers via their nominated email.
- * For Years 1-3, we ask that parents/caregivers assist students in accessing the link at the start of the lesson.

Once students are 'in' the lesson, they will be informed about how the lesson will be conducted e.g. if they need to work offline and then return during the lesson for smaller group interaction. It is not expected that all students will be 'online' (face to screen) for the duration of the class but rather a variety of tasks will be set and students may undertake both online and offline tasks during the lesson.

If at the time of the lesson, for any reason you/your child have difficulty accessing the Teams link, please email the teacher directly rather than contacting the front office. The teacher will endeavour to contact you as soon as possible either during the lesson or immediately following the lesson. If this occurs and your child misses the first class, please don't worry as the teacher will contact your child/you to ensure you have the information and material covered.

If your child attends a government school and is having EDPass email/login/password issues or are not sure of your child's @schools email account please contact your child's day school IT Team for support. Additionally you are always welcome to call the School of Languages if you need further support.

Yours sincerely



Michelle Kohler

Assistant Principal: Teaching and Learning



Lee Knight

Principal