**29 April 2020**

**Message for Year 10 Students, Parents and Carers:**

Dear students, parents and carers,

Here are some further explanations and a useful FAQ document to help you with Teams.

**Students at 1.30 p.m. today will need to log in to Teams and go to their Tutor Room in their SPL folder to be registered by their tutors and access their tutor time activity.**

**They will be expected to log on to Teams at 1.30 p.m. on Wednesdays and Fridays every week so they can be registered with their form tutors and catch up with their classmates.**

**All students MUST check-in with a HELLO in the chat box for a compulsory registration.**

They need to:

1. log into Teams

2. click on SPL- FCARELESS-PYE

3. click on their tutor room (W, S, F, G, C or H)

4. register with a HELLO in the chat box when their tutor(s) say hello

Now if they still don't see the Teams, it means Teams and O356 are not synchronised on their computer / device.

Therefore, they need to:

1. sign out from Teams and O365

2. close their browser and Teams

3. sign in again

I hope this is clear. Take care and stay safe.

Kind regards

Mrs Careless-Pye

Student Progress Leader Year 10