**29 April 2020****Message for all Year 7 Students, Parents and Carers:**

Dear Students, Parents and Carers,

Just a reminder we are going to be having an online Tutor Time on Teams today.

**Parents/Carers & Students** – **I have attached a useful FAQ document** to help you with Teams, should you need help to resolve some of the common issues that are coming up. Please take some time to have a look through it.

**Students - at 1.30pm today you will need to log in to Teams and go to your Tutor Room**in your SPL folder to be registered by your tutors and access your tutor time activity.

Students will be expected to**logon to Teams at 1.30 pm on Wednesdays and Fridays every week**so that they can be registered with their form tutors and catch up with their classmates.

**All students MUST check-in with a thumbs-up 👍 for a compulsory registration.**

You need to:

1. log into Teams   
2. click on SPL- RMORROW  
3. click on their tutor room (7W, 7S, 7F, 7G, 7C or 7H)  
4. register with a thumbs-up when their tutor(s) say hello  
5. Have a look at the challenge that I have posted there

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 all clear. We look forward to hearing how it went.

Take care and stay safe.

Kind regards

Mr Morrow  
Year 7 Student Progress Leader