



20 March 2020

Dear parent/carer

Due to the unprecedented level of uncertainty we are currently facing, I thought it important to inform you of Easington Academy's plans should the government decide to close schools and the steps you can take now to ensure that learning can continue at home.

Communication at this time is critical and we are therefore requesting that you check that your child can log into their school account from home. Our online learning platform is provided via Office 365; through this account your child can access email, electronic resources shared directly with them and POD where students are able to access additional resources and curriculum plans. Via this platform, staff can set and receive work and communicate directly with classes and individuals.

There is an assumption that all students have access to the internet at home. Please contact school if this isn't the case. Devices which can be used to access these resources include X-box and PlayStation as well as mobile devices, laptops etc.

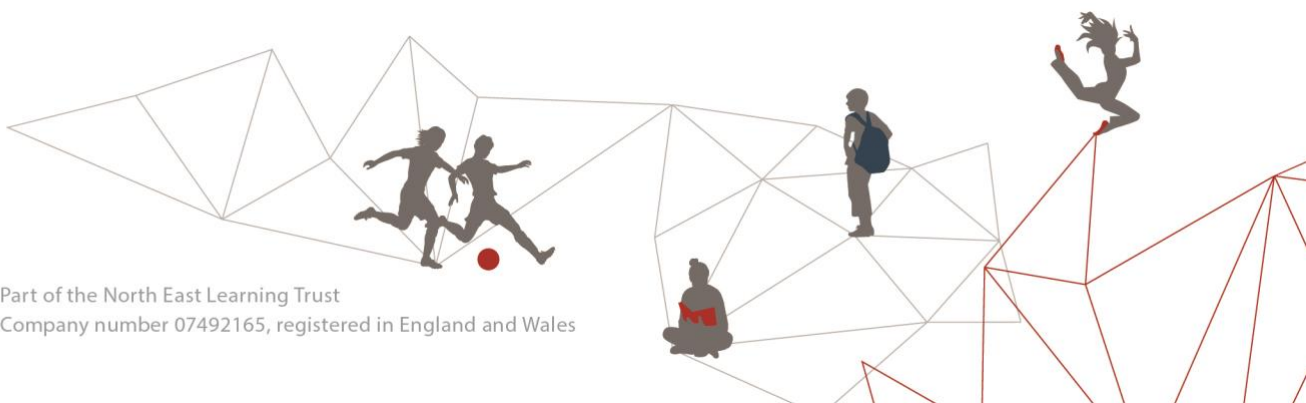
It is envisaged that if schools were to be closed the lessons and learning would continue from home via your child's Office 365 account. It is therefore essential that your child can log into their account as soon as possible. If you experience problems with this then please use the "reset password" instructions or contact school if you require help. We will issue "helpdesk" details in the event of school closure to ensure that you have continued support.

To log in:

- Visit the school website and click on Office 365 in the top right hand corner ([www.easingtonacademy.co.uk](http://www.easingtonacademy.co.uk))
- Username – your child's email address
- Password – your child's password

We would also encourage students to download the following free apps if they have not already done so:

- OneDrive
- Outlook -email
- Word
- PowerPoint
- OneNote



- Excel

Once downloaded, log in to the app using your Office 365 details.

The following link will give you more information about Office 365:

<https://support.office.com/en-gb/article/office-365-basics-video-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb>

We will also ensure that every student is equipped with basic materials such as a pen and paper.

### **Free reading resources**

Durham Library services have both eBooks and audiobooks, you can subscribe for free at:

<https://www.durham.gov.uk/libraryonline> .

Books and magazines are available for download/subscription free of charge and Kindle has e-books that are available free of charge within the app.

### **Year 11 and GCSE exams**

As yet we have received no advice from examination boards about implications to the GCSE examinations, when we do this message will be forwarded to you. In addition to the regular resources we will release for Year 11, we are encouraging our older students to follow the numerous academy Instagram accounts.

### **Updates**

Please follow us on social media and visit our webpage for regular updates:

Website - [www.easingtonacademy.co.uk](http://www.easingtonacademy.co.uk)

Facebook - <https://en-gb.facebook.com/easingtonacademy/>

Twitter - [https://twitter.com/easington\\_acad?lang=en](https://twitter.com/easington_acad?lang=en)

### **Checklist for parents**

Checklist	
Inform school if your child does not have internet access at home	
Log into Office 365 (request password reset if necessary)	
Download the free apps	
Follow: Facebook	

Twitter	
Subscribe to free library resources	

Easington Academy is open for business as usual and we have plans in place should we need to close. We face much uncertainty at this time, however working together, we hope to minimise the effects that our current situation will have on the education of your child.

Thank you for your support with this.

Yours faithfully,

**Miss T Spors**

Executive Headteacher and Mrs N Hickman, Head of School