



19 March 2020

Dear Parent/Carer

During this unprecedented period of school closure, we will continue to provide work for our students in order to minimise any disruption to their learning. For students in Year 13 it is important that they continue to complete any work that is set. Students will need to have completed their A-Level courses in order to ensure they can access their studies on the next stage of their progression route, whether that is University, College or apprenticeships.

We would ask that, wherever possible, students work in line with their timetabled school day to complete the work which has been set for the week.

Work has initially been set on our Virtual Learning Environment (VLE) and can be found by clicking on the following link: <https://satchel.guiseleyschool.org.uk/>. This will take your child to the work which is to be completed during school closure.

The work that has been set is in PDF format and we would ask that students complete the work and submit it to their teachers via Microsoft office Teams. Teaching staff will review the work and will aim to give whole class feedback on any misconceptions. A student guide to Microsoft teams will follow.

Should you have any issues accessing the work please contact [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk) and we will endeavour to respond to you within 48 hours of receipt of your email.

Should your child have any issues related to the work, either linked to the instructions or the requirements please contact [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk) and we will forward the questions to the relevant curriculum leader or staff member. Students will also be able to contact their teacher via Microsoft Teams once they have logged into Teams. Please note that curriculum leaders and staff will endeavour to respond within 48 hours although there may be a slight delay depending upon the volume of emails they are in receipt of.

At this point, we are awaiting clarification as to how A-Level grades will be awarded in the summer, and we will contact you as soon as we are made aware what this will look like. It is important that you discuss with your child the importance of completing set work as it may be required for assessment purposes.

We also request that any students return assessed work and work folders to school on Friday. These can be returned to students when school reopens.

Fieldhead Road, Guiseley, Leeds, LS20 8DT 01943 872315 [guiseleyschool.org.uk](http://guiseleyschool.org.uk) [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk)  
Headteacher: Mr Paul Clayton



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SCHOOL**

You will receive further attachments with instructions for students in order for them to access Microsoft Office 365 and instructions for students to download a free copy of some Microsoft Office programmes.

We thank you for your support at this difficult period and will keep you updated with regards to any new information we receive.

Yours sincerely

Steve Vasey  
Deputy Headteacher

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