



Friday 15 January 2021

Dear Parent / Carer,

I am writing to inform you that due to some timetable changes your son / daughter's timetable will be updated with effect from Monday 18 January.

These changes are due to students in Year 10 moving from undertaking History and Geography to now undertaking just one of these.

The knock-on effect of this change combined with some staffing changes has resulted in new timetables needing to be issued.

This will not affect the subjects your/ son daughter is undertaking, with the exception of Year 10 History or Geography referenced above. However, it may mean that students are undertaking their lessons at different times.

We have produced a short guide for how you can see the new timetables below. Microsoft Teams will be updated by Monday morning to accommodate these changes.

Yours Sincerely,

AMcMillan

Mr A McMillan
Vice Principal (Curriculum and Progress)



PART OF THE CHALLENGE ACADEMY TRUST | NURTURE | CHALLENGE | ACHIEVE

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ACCESSING TIMETABLE ON OFFICE 365

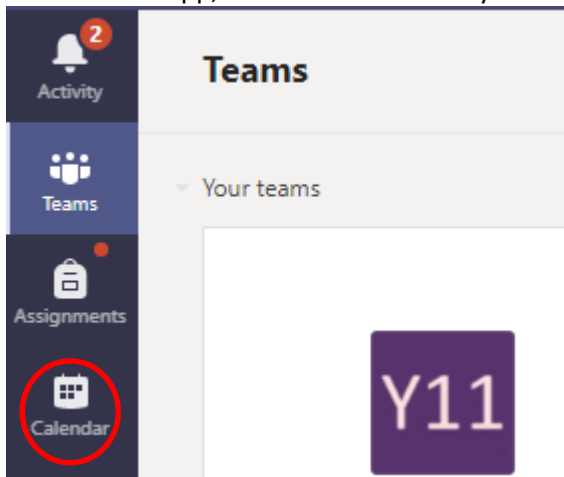


Introduction

This guide will take you through the steps required to access your timetable using Office 365.

Using Microsoft Teams:

1. Open Microsoft Teams using your normal username and password.
2. In the Teams app, on the left hand side you have some links. Click on the calendar link:

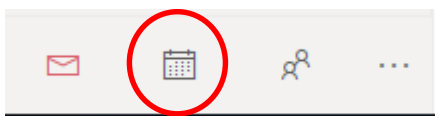


3. You will then be able to see your timetable:

	18 Monday	19 Tuesday	20 Wednesday	21 Thursday	22 Friday
8 AM					
9 AM	Maths E02	Maths E02	Chemistry E21	Chemistry E21	History E01
10 AM	PE PE PE PE		English E02		Physics E21
11 AM	History E01	Maths E02	English E02	Biology E15	English E02
12 PM					
1 PM	French E01	English E02	Chemistry E21	French E01	Registration E03
2 PM	Maths E02		History E01	History E01	Physics E21

Using Microsoft Outlook:

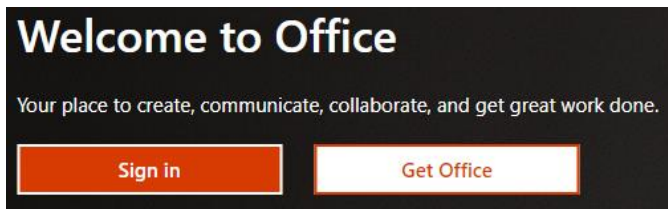
1. Open Microsoft Outlook using your normal username and password.
2. In the Outlook app, on the left hand side you have some links. Click on the calendar link:



3. You will then be able to see your timetable as above.

Using a Web Browser

1. Open the internet.
2. Go to www.office.com
3. Click on the 'Sign In' button:



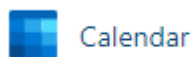
4. Enter your school email address and password.
5. When you are logged in, click on the menu button in the top left corner:



6. Click on 'All Apps':

All apps →

7. Then click on 'Calendar':



8. You will then be able to see your calendar:

18 Mon	19 Tue	20 Wed	21 Thu	22 Fri
Maths E02 PE PE	Maths E02	Chemistry E21 English E02	Chemistry E21	History E01 Physics E21
History E01	Maths E02	English E02	Biology E15	English E02
French E01 Maths E02	English E02	Chemistry E21 History E01	French E01 History E01	Registration E03 Physics E21