



## GUISELEY SCHOOL

19 March 2020

Dear Parent/Carer

During the upcoming 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 12 the work provided will be extended pieces of work. 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 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 in their exercise books if possible. If this is not possible then we would ask that they complete the work either on paper or online and keep a folder of the work which they will bring in on their return.

When students return to school, their teacher will check the work for understanding and will address any misconceptions. Work will be regularly released over the closure period and we would expect students to check the VLE for their new work each week.

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. Please note that curriculum leaders will endeavour to respond within 48 hours of the email being forwarded to them although there may be a slight delay depending upon the volume of emails we receive.

Also attached you will find 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

Stephen Vasey  
Deputy Headteacher

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