



Yewlands Academy

Creswick Lane, Grenoside
Sheffield S35 8NN

Tel: 0114 232 9010

Email: enquiries@yewlandsacademy.org
Website: www.yewlandsacademy.org

Principal: Andrew Kelly
Associate Principal: Kelly Howes

18th September 2020

Dear Parent/Carer

I hope this letter finds you and your family well.

I would like to take this opportunity to outline some important changes to our online learning offer, in particular the decision to use Microsoft Teams instead of Moodle.

We feel that Microsoft Teams will provide a learning platform that will better support our students, so if a child has to work at home as they are self-isolating, then their work will be provided through Teams not Moodle. Some subject areas may also set homework via Teams.

We are confident that this change will be a beneficial one for all, however we are also aware that as it is a new system for most, there is a need for guidance and a period of adjustment.

As such, I would like to direct you to an online guide about how to access and use Microsoft Teams which can be found on the Academy website <https://www.yewlandsacademy.org/parents/>.

Students are also receiving information in lessons about Teams with demonstrations of its use. To access Microsoft Teams, please visit www.office.com. There is also a free app available to download. When asked to sign in, students should use their Academy email address which is their Academy username followed by **@yewlandsacademy.org** and their Academy password. Once signed in, students need to click Teams.

Teams are set up for each class and teachers will upload their class materials to each Team regularly.

If you have any questions or need any further support after looking at the guidance, please email learningsupport@yewlandsacademy.org.

Yours sincerely

Mr Tim Gill
Vice Principal

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Registered Office:
Hinde House 3-16 School
Shiregreen Lane
Sheffield S5 6AG

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