



QUEENSBURY
ACADEMY

19th March 2020

Dear Pupil

I want to share with you our plans to enable you to work at home because of the academy closure.

Whilst working from home, your teachers will upload tasks and resources to Microsoft Teams for you to access each lesson. It will be beneficial to get into a routine, starting work in the morning, taking breaks when you need to. Find a space at home to work that is quiet and will allow you to concentrate with minimal distraction. Try your best to complete the tasks set by your teachers who will be available via email or by contacting them on Microsoft Teams if you need help. Teachers will be in touch with you and your parents/carers if you do not complete the work that is set.

Whilst carrying on with your studies at home, it is also important to look after your physical and mental wellbeing too.

Below are some things you can do:

- Spend time doing things you enjoy – this might include reading, other indoor hobbies, listening to music, or watching your favourite TV programmes
- Eat healthy well-balanced meals, drink enough water and get a good night's sleep
- Get some fresh air – open windows, get some natural sunlight, or spend time outside in the garden.

You have been through how to use Teams during Guided Study but if you need a quick reminder there is a guide on the academy website that offers very clear steps to take you through how to use it.

If you have any questions or queries, please ask any member of staff who will be more than happy to help you.

Yours sincerely

L Hall

pp Ms M Monaghan
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