



THE PRIORY ACADEMY

LSST

14th January 2021

Dear Parent/Carer

RE: Remote Learning Access

Thank you to students and parents/carers who are working so hard to adjust to remote learning. We receive regular feedback from students and staff and constantly review this, so that we are able to develop the remote learning experience.

Feedback from the first week included accessing work and the speed of the system and we have looked at different ways in which we can help resolve these.

There are two ways students can access SharePoint, Outlook, Word, Excel, Stream and Teams. They are:

1. Through a Citrix account: this is what students use when they are in the Academy.
2. Through the Microsoft Office 365 account that your child has been given by the Academy. To use this they will need to use modern internet browsers such as Chrome and Edge. Alternatively your child can download and install the Microsoft Suite to their computer by signing in at www.office.com. However, please be aware that this will take up memory on the device.

Currently, most students are using Citrix, but it is becoming clear that using our Microsoft Office 365 accounts is probably an even better and quicker way of remotely accessing work and learning needs.

There are increasing numbers of students already moving to Office 365. For those who are not sure how to use the software there is a written guide [here](#) and a training video [here](#). These have also been sent to your child via email.

As part of Office 365, your child will need to use OneDrive as the area where they save their work. OneDrive is part of Office 365. Again, the support materials on the links above show how to do this. If your child has any problems, please contact Mr Sleight on gsleight@prioryacademies.co.uk, who will be able to help you resolve the problem.

Over the coming week, please encourage your child to use Office 365, if they feel they are able to. There may, however, be occasions when your child needs to use Citrix for specific ICT or Technology software (e.g. Adobe) which requires them to be logged in via Citrix.

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We will continue to review and monitor the remote learning offer and provision, as well as provide regular updates.

Yours faithfully

Mr Sleight

Assistant Headteacher

