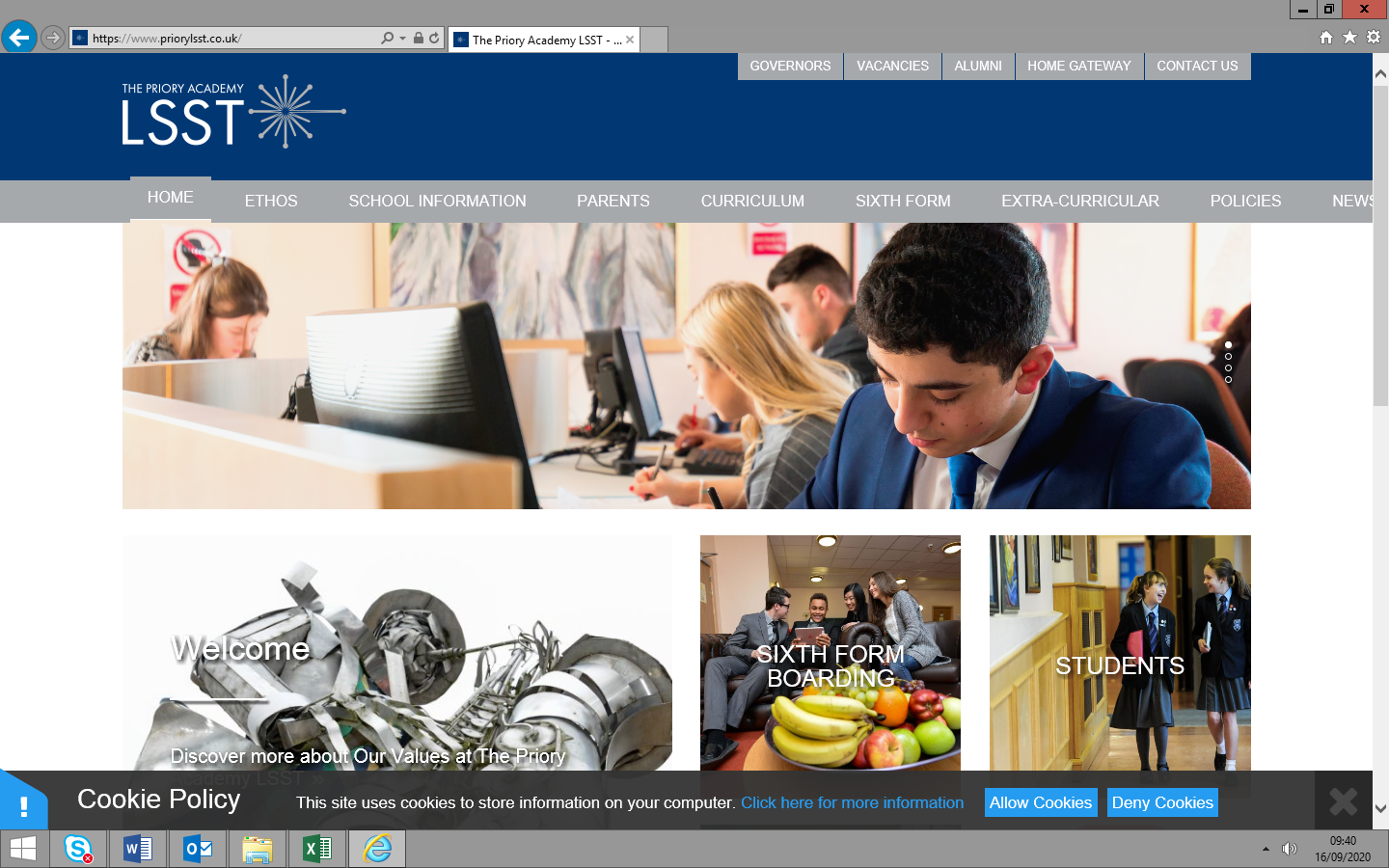
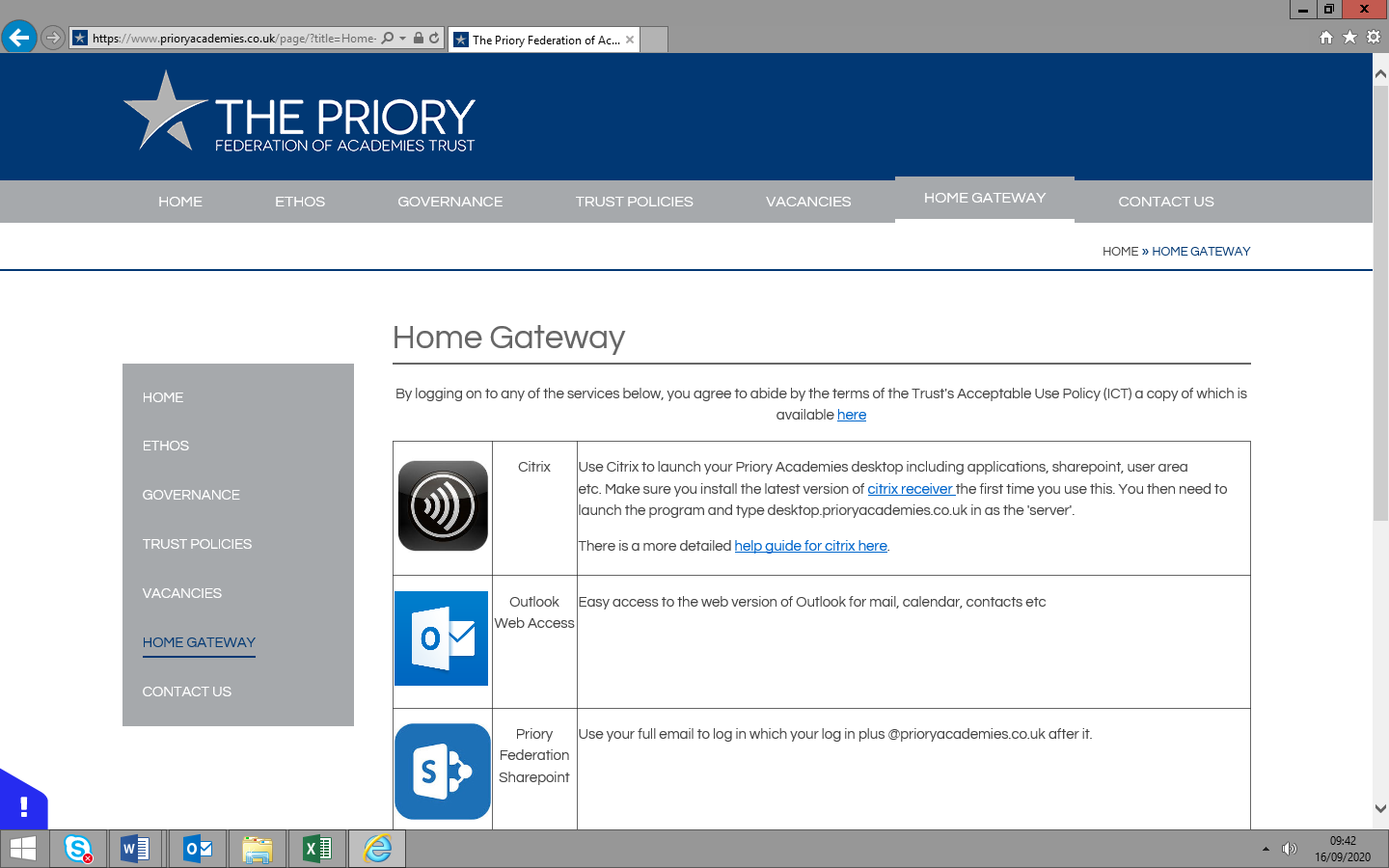
Dear Parent/carer

Please find below a brief description with screen shots as to how your child can find relevant work in the event of an absence from school should you wish to support them with this.

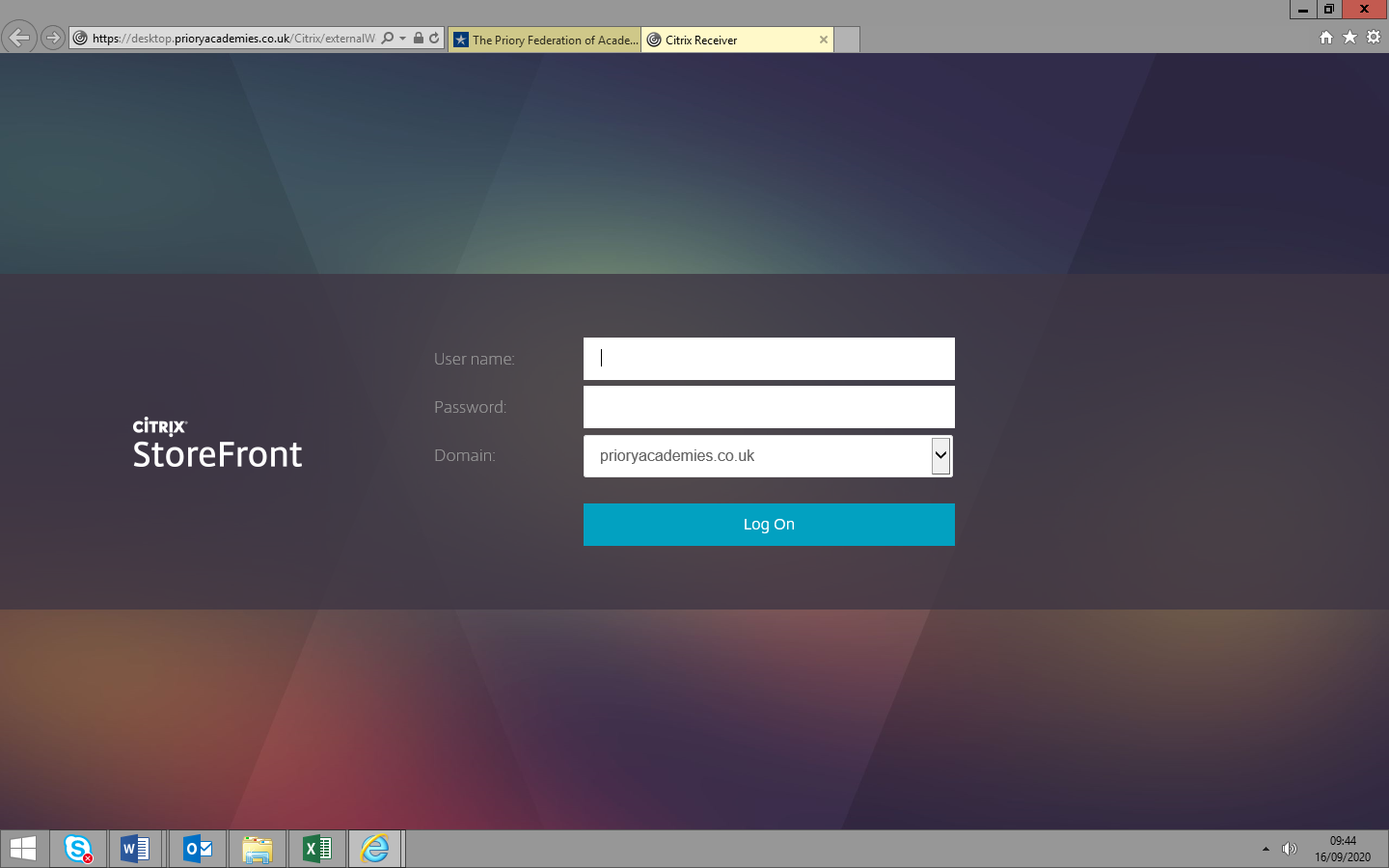
1. Your child should visit the Academy’s website where they will find in the top right corner the tab – Home Gateway.



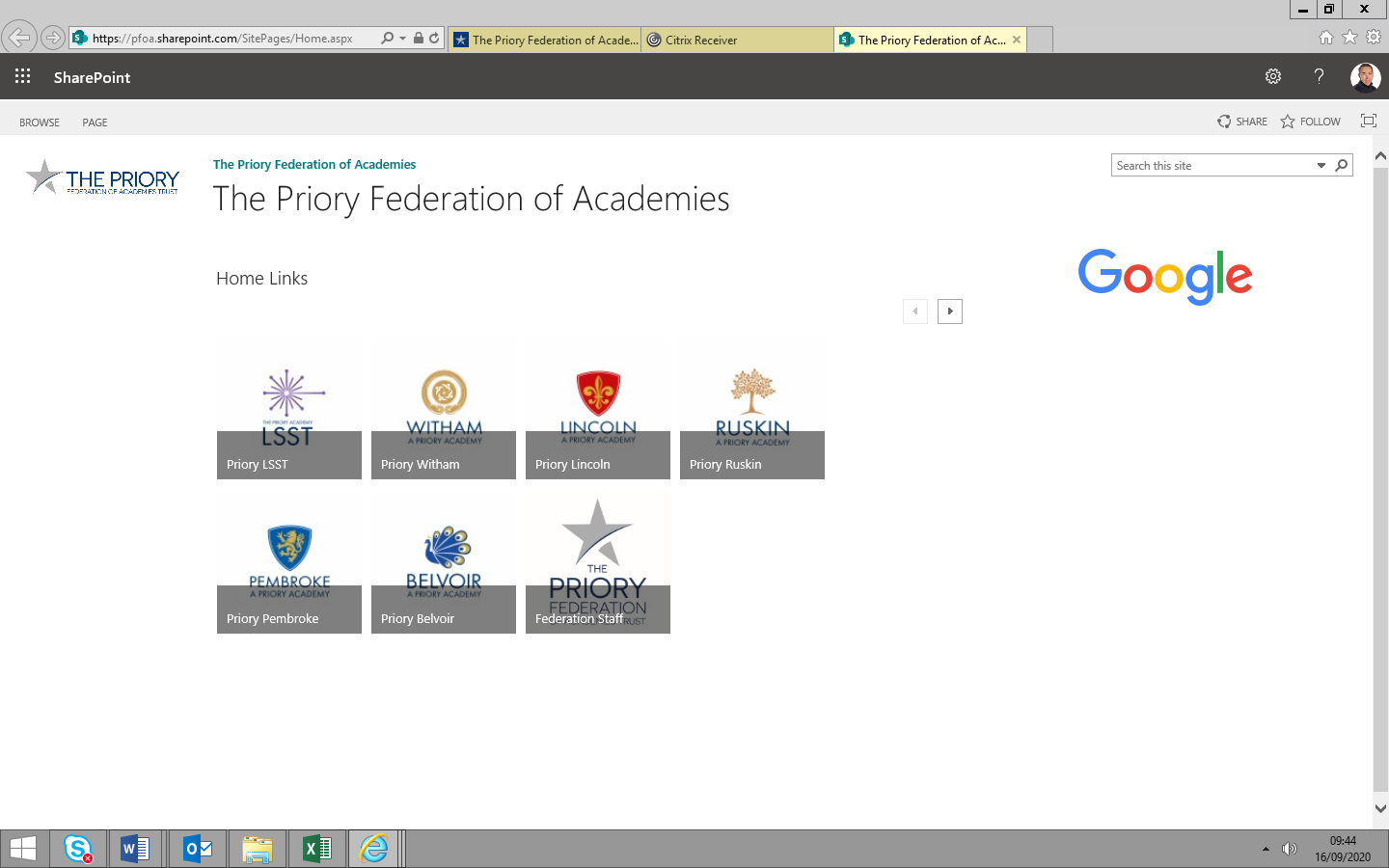
1. Once into the home gateway they will see the button allowing them access to their desktop.



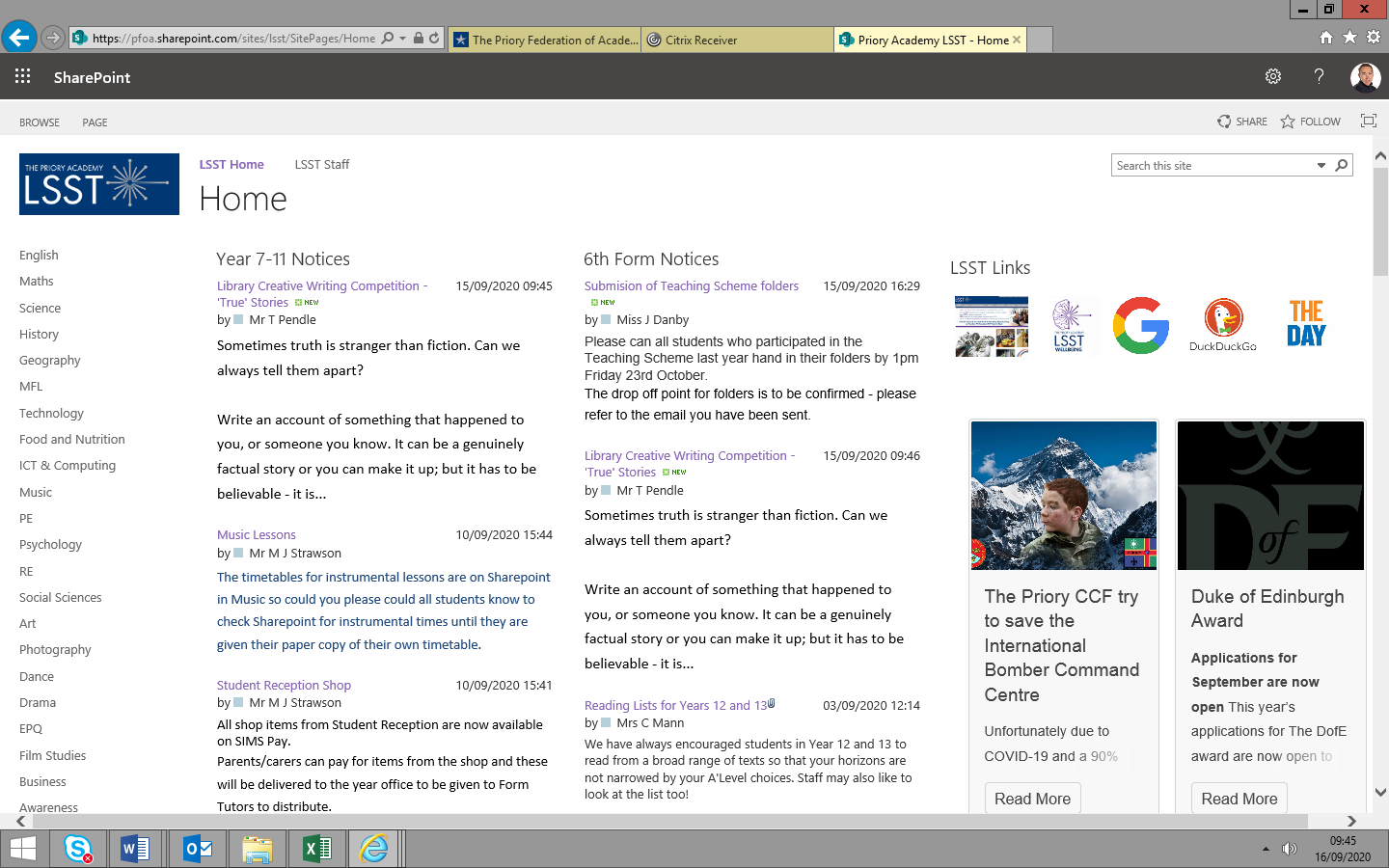
1. Your child should then login to Citrix with their log in details (the students unique P number and password). We recommend the app version of Citrix which can be downloaded using a link on the Home Gateway page of the Academy website.



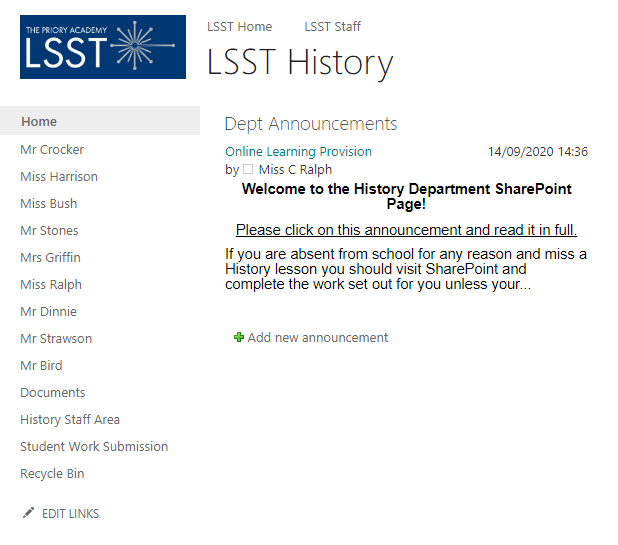
1. Once into the system the student should click select either Internet Explorer or Chrome and then press the LSST logo to access our SharePoint page



1. The SharePoint homepage will give access on the left hand side to each subject area



1. From there they should choose the member of staff from the list on the left hand side.



1. There will then be instructions and information to access the relevant work from their teacher.