

# Your new timetable

Version 2 – Updated to reflect time changes as  
from 06/01/2021

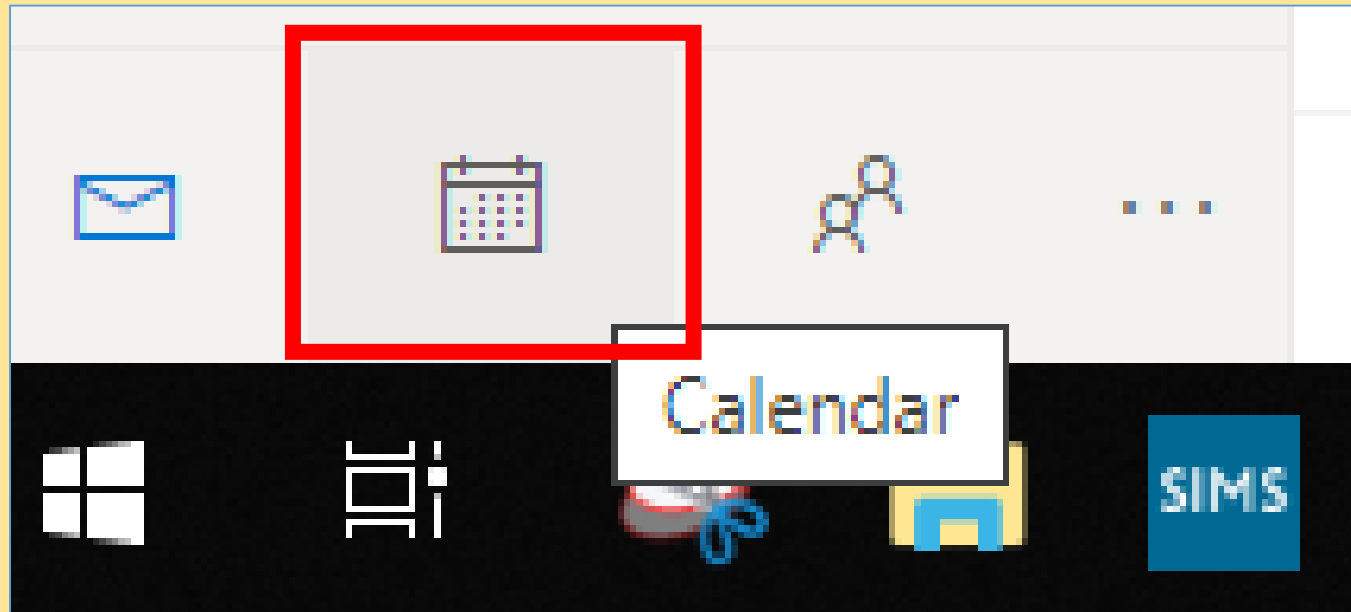
Logging into your emails to get your new timetable (its in the calendar in the same place as the emails)

- This will be available from your calendar on your school emails
- There is a link to MS Outlook from the school website
- <https://www.st-albans.suffolk.sch.uk/main>



# Your new timetable (part 1)

- Once you are logged into your emails (MS Outlook) then you will need to click on the link to your calendar



# Your new timetable (part 2)

You can make it show your whole week

School week

If you hover over the lesson, it will show you the timings

12/13A/Cp  
S16 IT  
from 11:45 to 12:55

You may want to carefully write these down for week 1 and week 2 so that you don't have to keep looking at your calendar

# Virtual lessons on MS Teams

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# MS Teams

- Everyone should already know how to
  - log onto MS Teams using your school email and password
  - Get into the relevant team
  - Complete an assignment which has been set
- There is a reminder of how to achieve this here (it is a news item on the school website):
- <https://www.st-albans.suffolk.sch.uk/news/?pid=3&nid=1&storyid=19>
- If you have any password related issues, contact
- [itsupport@st-albans.Suffolk.sch.uk](mailto:itsupport@st-albans.Suffolk.sch.uk)

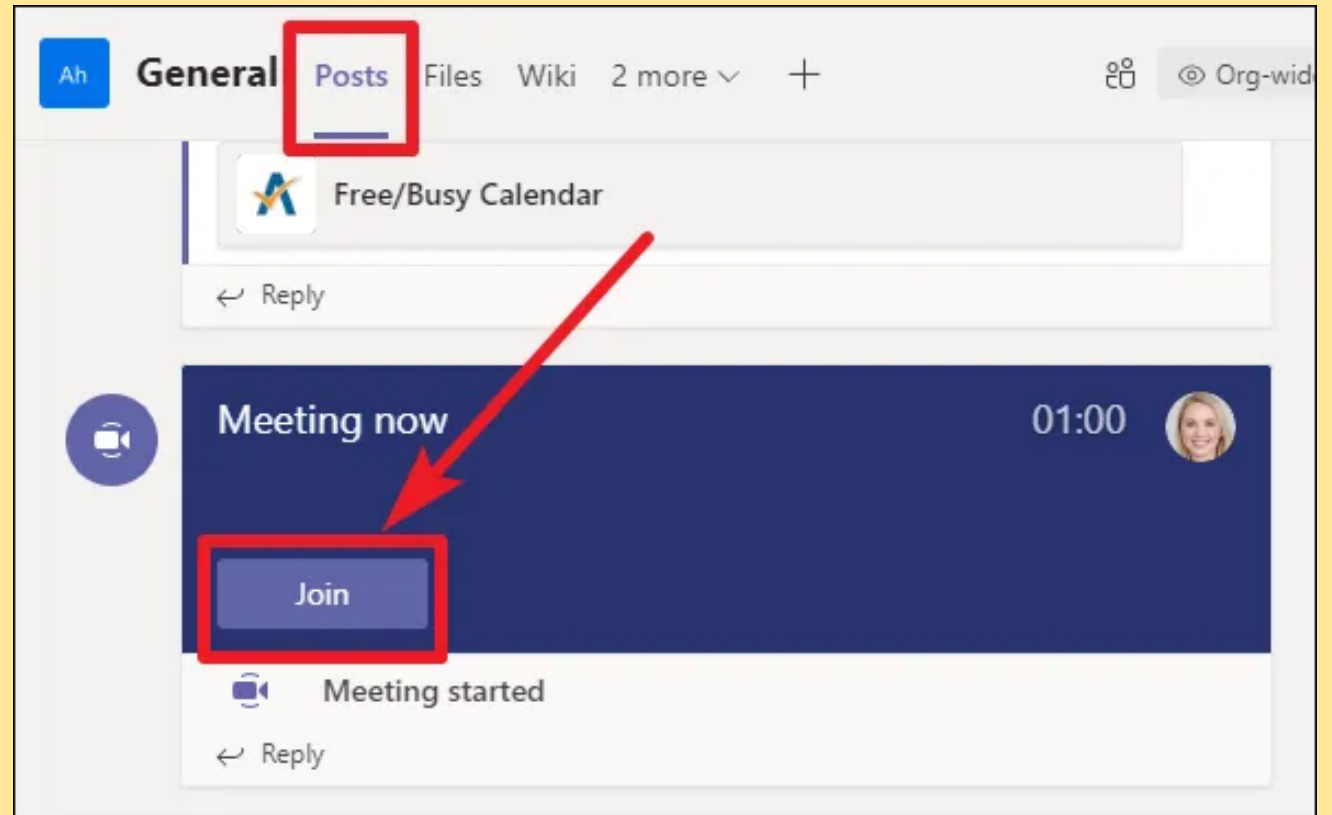
# Timings of when you are expected to attend MS Teams virtual lessons

- These are the new timings of the school day as from wed 06/01/2021

Period	Timings	Length
Tutor time	0905-0920 (Mon&Wed) (Fri is assembly at same time)	15m
P1	0925-1025	60m
Break	1025-1040	15m
P2	1040-1145 (5 mins log-on time – teacher starts lesson 1045)	60m
Break	1145-1200	15m
P3	1200-1305 (5 mins log-on time – teacher starts lesson 1205)	60m
Lunch	1305-1330	25m
P4	1330-1435 (5 mins log-on time – teacher starts lesson 1335)	60m

# What will this look like?

- If you have gone into your Team, you will be able to join the meeting by pressing the join button. From that point you will get instructions from your teacher about what to do next.





# What is a virtual lesson?

- This means that you need to be in your Team (for the normal lesson you are meant to have on that day at that particular time) and the Teacher should have a Live 'meeting' that you are expected to join (as shown on previous slide). **They will give everyone 5 minutes at the very start of the lesson to give time for all students to join.**
- After this 5 minutes, the teacher should start and will typically deliver a 10-15 minute lesson chunk (using a PowerPoint or alternative) before then giving you a task to do (this is likely to be an MS Teams assignment).
- Your teacher will tell you how to contact them to ask any questions

# What else do I need to know?

- Remember that this is new to everyone and you need to be patient, especially for the first few days.
- If your teacher is not there for the 'Live' part of the session then try not to worry.
- It should at least be the case that they have left some work within your Team to complete.
- This may not always be an assignment (but this is the general idea)
- Unless this is an extended task (that spans more than one lesson) then tasks ideally should be designed to be completed in the rest of the lesson time (so, about half an hour)