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25<sup>th</sup> March 2020

Dear Parents and Carers

We hope that you and your family are keeping well.

There has been a lot of work going on behind the scenes setting up Microsoft class/tutor teams and I am pleased to share that we are hoping to go 'live' on Monday!

We feel that these morning 'touch base' sessions are very important as they are a way of keeping contact and ensuring that your child continues to feel part of the Gosden Community.

Every morning at 9.00 am a member of the class or tutor team will **be online on Microsoft Class ready to catch up with pupils**. The sessions will last **up to** 30 minutes. These sessions will give pupils the opportunity to see each other, share **their** work and news.

**They will also give your child a call on a Thursday, if we haven't been able to catch up with them online.**

When the teacher calls **this** Thursday, they will be sharing their child's login details with you - ready for Monday.

Please find attached a guide of how to set up and join the team.

Please be aware that at times, due to the high demand on the internet services, there may be technical or communication problems at times.

If you have any questions or queries, please speak with your class teacher when they call on Thursday.

Kind regards

Max Valentino and Emily Mainwaring

