



Tuesday 17th March 2020

Dear Parents/ Guardians,

Re: School Closure 11am 17th March 2020

I have made the difficult decision to close East London Science School. I have not taken the decision lightly, but with 20 staff unable attend work due to the updated Government Covid-19 guidelines, it is not feasible to fulfil and maintain our primary educational function at this time. Our difficulties in operating have been exacerbated by the fact that we work over three separate sites.

I cannot speculate how long we will be closed, but it is likely to be for an extended period of time. I will review the staffing situation on a daily basis in conjunction with Government guidelines. Please keep up to date by checking the school website **www.eastlondonscienceschool.co.uk**.

I have briefed all pupils in assemblies this morning, explaining the situation and giving them information regarding how to connect to our online platform. Overleaf are instructions to begin setting up your son/daughter's home learning account. I will be meeting all staff today to run through my expectations for them to be producing and delivering online resources and lessons. Please be patient as it will take a few days to get this up and running.

Please continue to inform the school via email (**info@eastlondonscienceschool.co.uk**) if there are confirmed cases of Covid-19 within the family. If there are any safeguarding concerns or queries during our closure, please contact my Vice Principal Paul Cornish on **07741154163** or email **paul.cornish@eastlondonscienceschool.co.uk**.

I do hope that you understand that we face an unprecedented and serious situation. Please continue to follow Government guidelines to stay healthy and reduce the impact of the disease on the most vulnerable in society.

Yours Sincerely

David Perks
Principal
East London Science School

To stand on the shoulders of giants



Instructions for connecting to Microsoft Office

1. Open your browser (Chrome, Internet Explorer, Safari etc.)
2. Type **office.com** on the address bar of your browser
3. Click "Sign In" in the middle of the page
4. Enter your full email address and click "Next"
5. Your email will be: **firstname.lastname@eastlondonscienceschool.co.uk**
6. For example, Jin Jay's email address will be: **jjin.jay@eastlondonscienceschool.co.uk**
7. Enter "**Password12**" as your password and click "Sign In"
8. Next page is Update Your Password
9. Your "Current Password" is "Password12"
10. Type in a new password (Must be at least 8 characters, include at least 1 Uppercase and 1 figure)
11. On the office365 welcome page, click on "Outlook" to view your emails.
12. If prompted, Set Language: "English United Kingdom" Time Zone: Select (UTC+00:00) Dublin, Edinburgh, Lisbon, London) from the options and click "Save"
13. All further instructions for accessing online portals will be sent to your email address within the next few days.

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