

Thursday 15th December 2011

Dear Parent / Carer,

It has been a very busy term for us at Stanley Park High and we are all looking forward to the move into the new school. I am writing to provide you with some information about how your child will access the MLE in January so that you can support your child with these arrangements.

### **MLE and Student Work in January**

Your child will be working from home during the week of Monday 9<sup>th</sup> January to Friday 13<sup>th</sup> January 2012. All of the information about these arrangements can be found on the School Website. The following information will support your child accessing the work they will need to complete.

Your child has a username and password for the school email address. They will need to use this to access the MLE and they have all been trained on how to do so. I have included a set of instructions for you in case your child experiences any difficulty.

- Go onto the Stanley Park High web page ([www.stanleyparkhigh.org.uk](http://www.stanleyparkhigh.org.uk))
- Use your school email username but it must then be followed by **.319**  
Eg. Joebloggs.319
- Put in your normal password for your school email – and click log in
- Look at the circles where the subject names are written inside of these – you need to click on each subject that you study to find the work. Once you have clicked on this you should find your class – either by clicking on KS3 and then your class code – or your class may come up straight away
- Follow the instructions given by your teacher and make sure you bring all of the completed work to hand in to your teacher on the first day of school

### **Trouble Shooting**

We have also set up a helpdesk should there be any problems during this time. Can I please direct you to the following:

- Technical Assistance: Richard Thompson MLE Co-ordinator

- Subject Difficulty: Please advise your child to e-mail the above address and clearly state the name of their teacher, the subject and the difficulty. This will be forwarded to the teacher – but they will not be able to respond immediately as we will be running two separate sites at the time. Therefore, please advise your child to complete other work and the teacher will respond when they are able to.
- Log In Difficulties: There is a short film on the Website under Media - Film Galleries – called Fronter Student Log In Support
- General enquires: Please feel free to contact myself – Carol Symons (Associate Headteacher)

Your child will attend the new school site on Monday 16<sup>th</sup> January and all the information you may need about this can be found on the school website.

Please feel free to contact me should you have any concerns. I am aware that a few students currently have no internet access at home and have made arrangements for these students and they have received a hard copy of the information.

Many thanks for your support.

I wish you all a Merry Christmas and hope that you have a lovely holiday!

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Carol Symons', written on a light-colored background.

Carol Symons  
Associate Headteacher