



ASHMOLE

ACADEMY

An Ashmole Academy Trust School

Executive Head Teacher: **Mr Tim Sullivan**

21st September 2021

Dear Parents/Carers

Re: Year 7 Welcome Evening – Thursday 23rd September 2021

Following my letter last week inviting you to the online Welcome Evening this Thursday 23rd September, I am writing to you with some additional information.

To be able to access the Microsoft Teams meeting with your child's form tutor, you will need to login to your child's Firefly account. Form tutors will set a meeting link as a task to your child. The task will be set 30 minutes prior to the Welcoming Evening beginning, at 4.30pm on Thursday 23rd September. Tutors will begin to open the meeting at 4.50pm to allow participants to enter and begin the meeting at 5.00pm.

You must ensure that you have downloaded Microsoft Teams on your computer. If you already have your own personal Microsoft Teams account, you must ensure you have logged out of this and sign in with your child's teams account. If you do not do this, you will be unable to access the event and we will be unable to offer IT support on the evening. Guides and advice on how to operate Microsoft Teams is available on Firefly at the link below. Please note both the camera and microphone function will be disabled for the duration of the meeting.

<https://ashmole.fireflycloud.net/microsoft-teams>

Any general questions you wish to be answered by tutors on the evening, must be submitted in advance via the google form below. If you have questions that are specifically about your individual child, please email the school office.

<https://forms.gle/nWgJ6CpW4VFv4i2m8>

The login details and passwords for both your child's Firefly account and their Microsoft Teams account has been provided to them on a sticker which they were asked to put in the back of their Mathematics exercise book; please check that they have this in their book prior to Thursday's event.

All students have been provided with information in tutor time on how to access Firefly and should have already logged in at home by now. If your child is still experiencing difficulties, please ask them to tell their form tutor who can arrange support for them.

In the event you experience technical difficulties on the evening and are unable to join, you will still be able to access the main presentation from Mrs Burton, Head of Year 7, who will provide information on important day to day matters to support your child. The presentation will be added to the school's website following the virtual evening.

Please direct any queries to Mrs Low, Student Services Coordinator, prior to Thursday's event. I hope that you find the event informative and supportive.

Yours faithfully

Mrs N Brown
Assistant Head Teacher

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