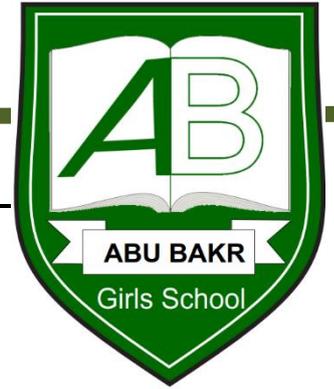


ABU BAKR GIRLS SCHOOL

Shelley Campus, Scarborough Road, Walsall, WS2 9TY
Tel: 01922 612361 Fax: 01922 646175



Monday 16th March 2020

Dear Parent/Guardian

Assalamu alaykum

RE: Distance Learning Resources

I hope you are in the best of health and imaan.

All Pupils have been provided with their own school e-mail addresses based on Office 365. Office 365 is an online suite of applications available to enhance Pupils' learning. Applications include: Outlook, OneDrive, Word, PowerPoint, Excel, SharePoint, Forms, Teams, Notes and many more.

A central SharePoint site for all Pupils at Abu Bakr Girls School has been set up. This site will allow Pupils to access electronic materials such as, letters, newsletters, policies, forms etc. More importantly, it will allow Pupils to access their "**Distance Learning**" resources in the event of an **emergency school closure**.

As the Coronavirus (COVID-19) spreads, we are preparing contingency plans in the event of school closures as per the Governments guidance. To ensure the continuity of education during school closures so that no Pupil misses out on valuable learning time, all Parents/Guardians should ensure that their child has access to either a computer, laptop, tablet or a smartphone with internet connection. A smartphone is not recommended due to small screen size but it may be used if other options are not available. This is essential for pupils to login to their Office 365 accounts and access their "Distance Learning" resources to complete at home. Pupils will be able to view and download these resources.

At present, there are 2 weeks' of work assigned by each subject. However, in the event of school closing for longer than 2 weeks, all subjects' teachers will be updating their area with additional resources and an e-mail will be sent to pupils to notify them of this update.

Pupils have been instructed via demonstration in school on how to access the "Distance Learning" folder. We have also provided these instructions overleaf for parents/guardians and as a reminder for pupils. If there are any queries, pupils may contact the school via e-mail at: ABGS.Student.Support@abubakrschool.org.uk and we will endeavour to reply as soon as possible.

Thank you for your support.

Jazakumullah Khairan

Wassalaam

H. Saini

H.Saini

Associate Head Teacher

Office 365 SharePoint Site – ABGS Pupil Shared Area

1. Login to your Office 365 account using the website: <https://www.office.com/>
2. From the Office 365 Homepage, click on the **Outlook** app.



3. You will have received the following **e-mail** from Ms. Nabilah.

Here's the site that Nabilah Kauser (ABGS ICT) shared with you.

Go to [ABGS Pupil Shared Area](#)

Follow this site to get updates in your newsfeed.



4. Click on the "Follow" button.

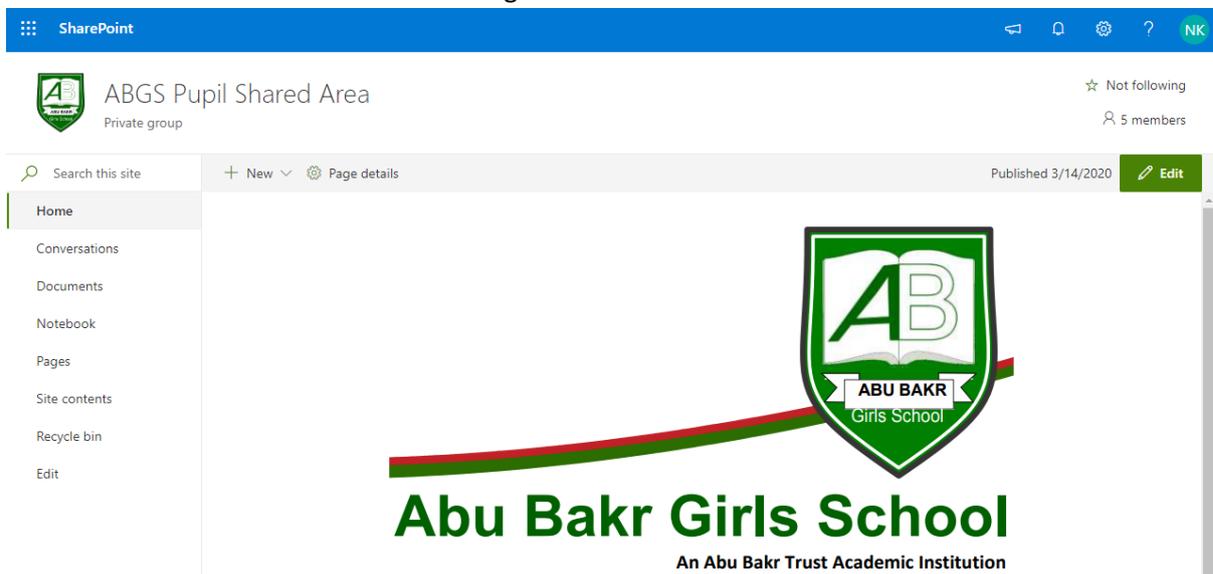
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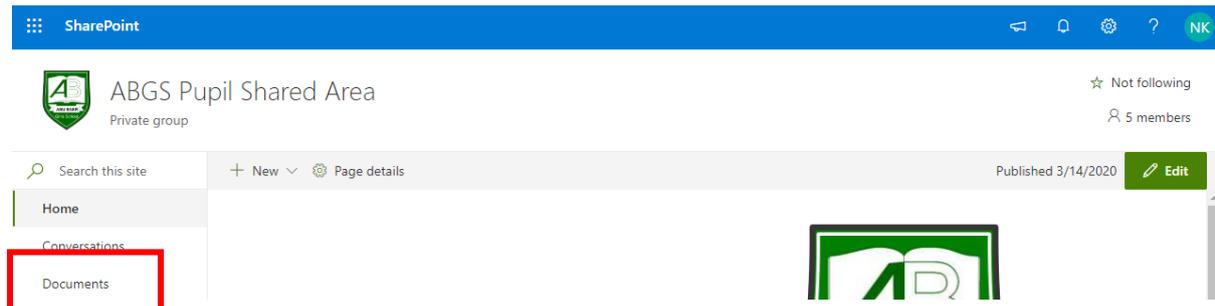
5. You will be directed to the following SharePoint site.



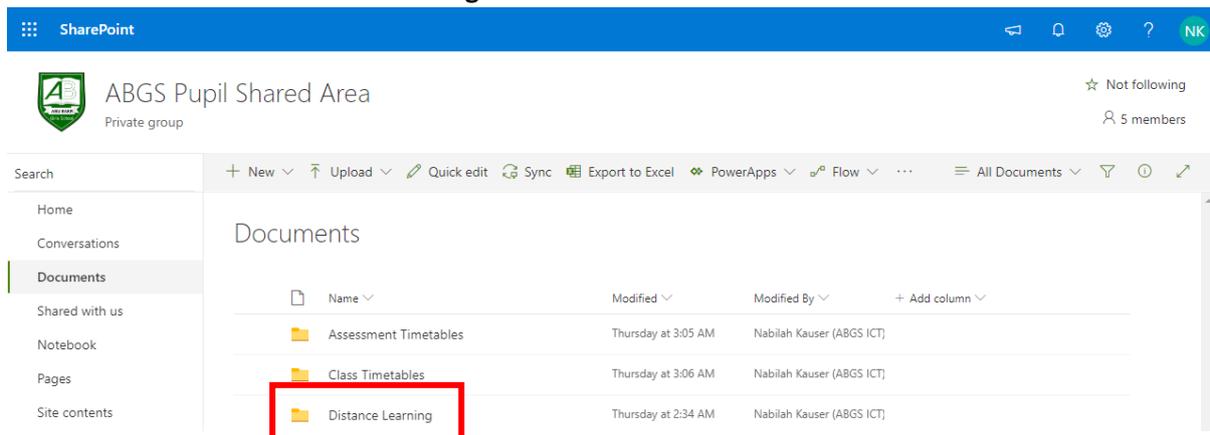
6. Click on the **star** icon to follow the site.



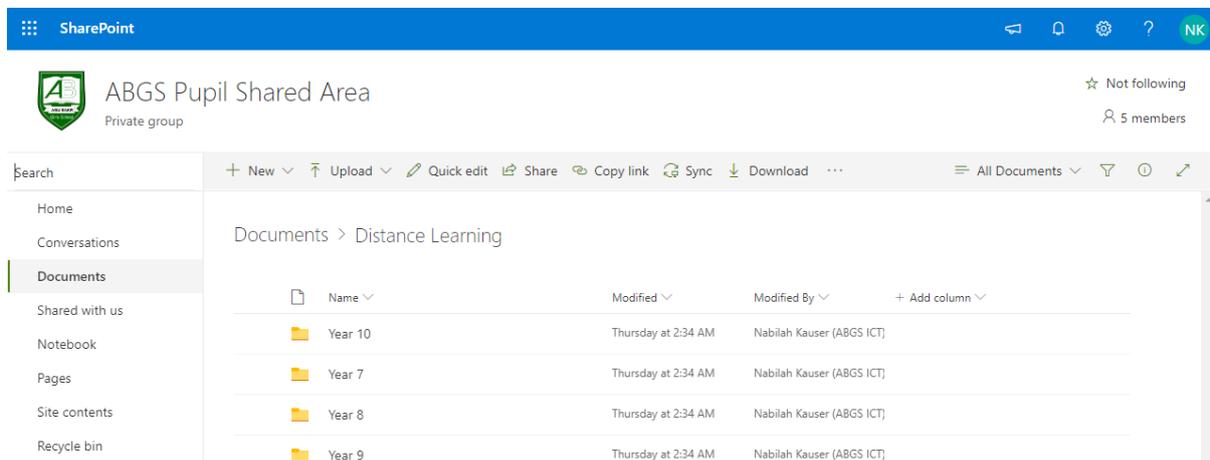
7. Click on "Documents".



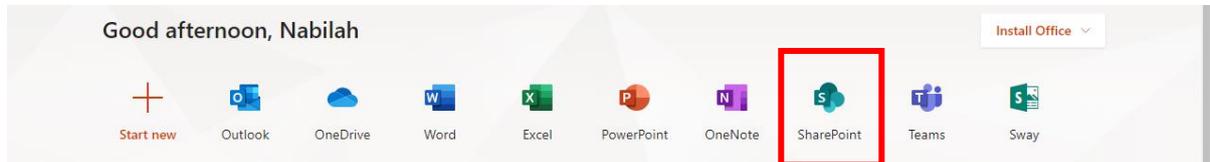
8. Click on the "Distance Learning" folder.



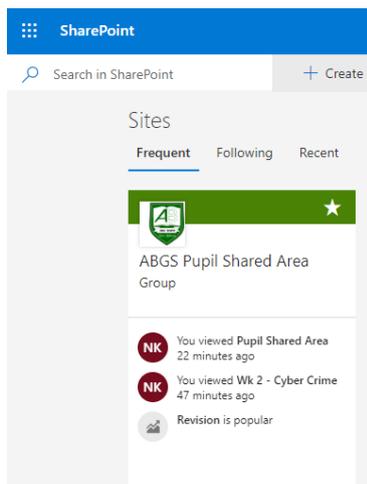
9. Select your **Year** and then your **subject** to access the assigned work to be completed.



10. To access this SharePoint site the next time you login to your Office 365 account, from your Office 365 homepage click on the app **SharePoint**.



11. Click on **ABGS Pupil Shared**.



IMPORTANT REMINDER: You will only be able to view the SharePoint site if you completed the instruction in **Step 4**. Otherwise you will have to start from **Step 1**.