# Our Teams system for staff and student use.

How it works –

On admission to the provision, young people are given a school email address ending in "poplar.org.uk". They log on to Office 365 and change the allocated password. Their key teacher will then be able to contact them in one of 3 ways initially –

- Through a class group

- Through chat

- Through their own "class" which will consist usually of a teacher and an individual. Most of our students work to a bespoke curriculum so this is probably the most frequented option.
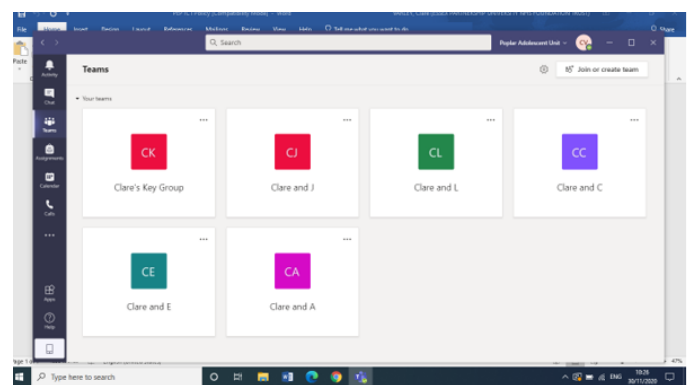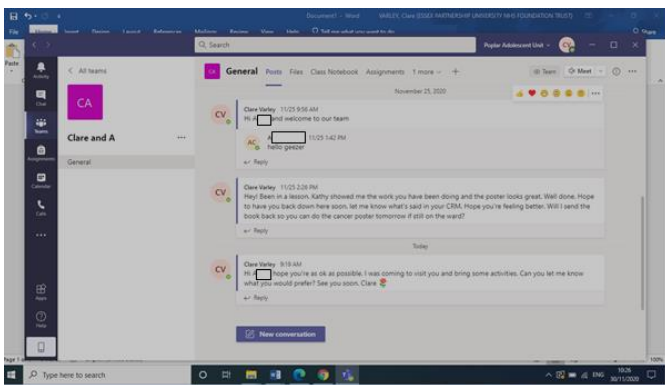
We can signpost young people to a general selection of work, allocate personal work or recommend other sources of topic material. All of this of course, depends on the young person logging in! This is where parents and carers can play a significant part if the student is on home leave and offsite. It's useful if adults within the home can support our system and our staff if need be, with reminders to log on and check messages.

In our Policies section on the website, we make reference to acceptable and safe use of the internet and outline what we do to educate the young people to make wise choices. This can be found on page 19 of the document.

We are here during the hours of 9am-12pm and 1.30pm - 3pm to check our messages and provide work and other support. Login details and passwords can be changed and reset if needed during the morning slot allocated, Monday to Thursday. These times and dates are term time only; usual Essex school holidays still apply.