



St Mary's Catholic School

Benton Park Road, Newcastle upon Tyne. NE7 7PE

where everyone can succeed



Tel: 0191 2153260 Fax: 0191 2153279

mail@st-marys.newcastle.sch.uk

www.stmarysnewcastle.co.uk

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Dear Parent/Carer

I am writing to you, as I have been made aware that for a small number of students, there have recently been some problems accessing the revision resources that have been shared with Year 11. The content is hosted on a server based in Newcastle civic centre and whilst we are assured that there are no access issues, we want to support all students in ensuring that they can access the content necessary to fully support them with their studies. To do this, we have moved a copy of all of the revision material to Office 365 that can be accessed remotely via any internet-enabled device. The material will remain on the server and if you are happy accessing the material using the current system, please feel free to continue using this method. However, for anyone experiencing difficulties, the material can now be accessed as follows:

- Type into google "office 365 login" or type the following into the address bar:
<https://login.microsoftonline.com/>
- Students then need to type in their school email address: forename.surname@st-marys.newcastle.sch.uk
(for example: john.brown@st-marys.newcastle.sch.uk)
- Their password is the usual password that they use to login into the school network at St Mary's
- Click on "OneDrive" which contains all of their documents and those that are shared with me
- On the left hand side, they should see an option for "Shared", click on this and there should be a folder called "Final Exams Summer 2018"
- Additionally, students will receive an email that they can read by clicking on outlook, which also directs them to the shared resources.

If you have any further issues with access to the revision material, please do not hesitate to contact me.

Yours faithfully

Miss C Rossi

Assistant Headteacher

