

Training schedule

Stage	Content	Date/time (face-to-face)	Date/time (online)	Facilitator/s
1a	Using your device Main functions Creating user accounts Setting a password	29 th June 2020 9.30am-10.30am and 11.00am-12.00pm (if needed)	29 th June 2020 1.30pm-3.00pm	Chanel Ahmed & Kulsuma Islam (LETTA)
1b	Getting familiar with your device Getting online Accessing the training portal	1 st July 2020 9.30am-10.30am and 11.00am-12.00pm (if needed)	1 st July 2020 1.30pm-3.00pm	Chanel Ahmed & Kulsuma Islam (LETTA)
1c	Creating an email account Sending and receiving email Setting up and using ParentPay	3 rd July 2020 9.30am-10.30am and 11.00am-12.00pm (if needed)	3 rd July 2020 1.30pm-3.00pm	Chanel Ahmed & Kulsuma Islam (LETTA)
2a	The school website Accessing Google Classroom YouTube content BBC Bitesize	7 th July 2020 9.30am-10.30am and 11.00am-12.00pm (if needed)	7 th July 2020 1.30pm-3.00pm	Akosua Acheampong & Olly Wing (LETTA)
2b	Managing online risks Cyberbullying and theft Protecting your device Protecting your child	10 th July 2020 9.30am-10.30am and 11.00am-12.00pm (if needed)	10 th July 2020 1.30pm-3.00pm	Akosua Acheampong & Olly Wing (LETTA)
3a	Connect to your GP Connect to local services Connect to online courses	15 th July 2020 9.30am-10.30am and 11.00am-12.00pm (if needed)	14 th July 2020 1.30pm-3.00pm	Riaz Ullah & Koyas Uddin (Poplar Harca)
3b	Managing finances online Accessing your UC account	16 th July 2020 9.30am-10.30am and 11.00am-12.00pm (if needed)	16 th July 2020 1.30pm-3.00pm	Clean Slate