

October 2020

Dear Parent/Carer of _____,

Home learning

We hope this letter finds you and your family well.

We have set up an online system using Microsoft Teams to provide home learning for your child if required. This will enable children to continue their education at home in the event of any school closure or illness due to Covid-19.

Microsoft Teams will enable children to access learning materials, complete tasks and receive written feedback from their teacher.

Microsoft Teams can be accessed on a laptop, or alternatively an App can be downloaded on a phone or tablet.

Your child's login details are:

Username: _____

Password: _____

Microsoft Teams uses an email address for login purposes. This email address is solely to be used for logging in to Microsoft Teams and your child will not be able to send or receive emails from this account.

Please can you login to Microsoft Teams with your child. Once logged in, you will be asked to provide a mobile telephone number to verify your account. This is to provide an extra level of security for your child's account.

Each child has been assigned to their specific year group and this will be their 'team'. Your child's work and feedback is confidential and can only be viewed by their year group teacher.

In order to get the system up and running each year group has put together a basic quiz in order for your child to trial the system.

Please see attached a parent/carers user guide. If you have any questions about Microsoft Teams please speak to your child's class teacher during your phone call on parents/carers evening.

Once again thank you for your continued co-operation and support.

Yours sincerely,

Mrs K. Jenkins
Head of Standards