



19 October 2020

Dear Families,

Further to our previous correspondence staff have now been training in the use of Microsoft Teams.

'Teams' as it is mostly referred to, has a range of uses, including being a great platform for remote learning. This means should your child have to isolate, or there is another lockdown, they can access work set by their teacher electronically.

Teams can be accessed through any PC, laptop, tablet or phone.

The Teams application has a specific function for education and is now widely being used by schools, colleges and universities across the world. The REAch2 IT infrastructure provides a highly secure environment for us to operate within.

If your child is isolating or the school closes for a lockdown we do expect your child to access Teams at home and complete work set for them.

Their teachers will be able to mark work and give feedback, and your child will be able to ask their teachers for help through messaging.

By the end of the week all pupils in Holly Blue, Adonis Blue and Silver Studded Blue classes will have logged on to Teams using their schools' email address and used Teams in a learning environment with their teacher.

Additionally, we would be very grateful if you could log on at home with your child at www.office.com/Teams/Login (or via the school website 'Home Learning' Tab) using the email address and password they will receive.

We have also attached pupil user guide and download guide which we have created to help you and your child.

Finally, our IT survey has enabled us to identify any families which may need support with IT equipment and this will be progressed shortly.

Best wishes

Miss Churchman
Head Teacher