

Dear Parents,

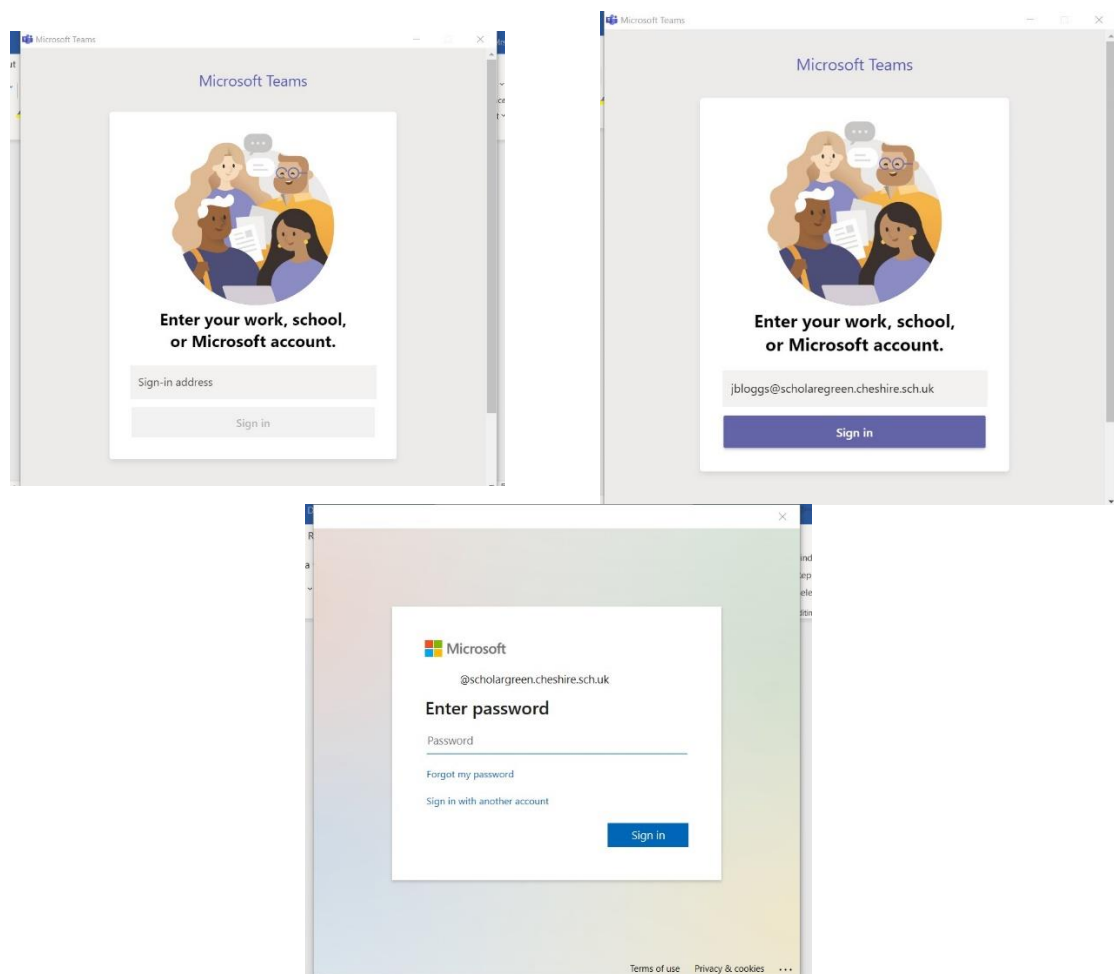
I am writing to you regarding the next steps of our remote learning platform- Microsoft Teams. It has been lovely to hear that so many of our children have been accessing the daily team sessions and engaging with activities.

Most of the children will have received their Teams logins and should now be able to access their account. Now we are at this stage, I wanted to highlight some points to you and describe how this may be used further as we remain in national lockdown status.

1. Download the app to your device (it will work on most devices), the app will give you more functionality than using it through a web browser. See the link below.

<https://www.microsoft.com/en-gb/microsoft-teams/download-app>

2. Your child can then log in using their details (younger children will more than likely require some support).



3. Once your child is signed into Teams you will be able to view your child's year group, calendar, files available etc.

4. Once everyone is established on Teams, your child's class teacher will inform you when they are ready for you to access a Teams meeting via the calendar, rather than clicking onto the link from an email. (Please wait for instructions from the class teacher.)

Teams is a wonderful platform to deliver on-line learning, however we are aware of how everyone's circumstances are different; therefore, we have chosen to follow a graduated approach for each class. Please don't worry if something doesn't work or you are unsure; we will endeavor to support you with any issues. We are all learning in this process!

Each class may use Teams in a different way dependent on their age. Please follow the guidance from your class teacher. They will also have Teams sessions to support your child through the process.

I would also like to make you aware of some of the features in place to keep your child safe online.

- Children cannot use Teams as a social media platform and they cannot send or receive emails.
- They cannot upload files.
- They cannot initiate 'chat' via Teams.
- They cannot create their own Team or create a Team meeting.
- Ensure children are using the 'chat' function during Teams sessions to respond to teachers' questions, rather than a personal chat.

To support us in using the facility in the safest possible way, we ask for your support in supervising your child's use of Teams and use it in the most effective way. Here are some simple ground rules to follow.

- Children cannot and should not be accessing Teams unsupervised.
- Children should not be accessing Teams whilst in bedrooms.
- Children should be in suitable clothing e.g. not pyjamas.
- Children should not be accessing Teams meetings until the start time.

Please find attached, the pupil rules as well as the guidance for accessing Teams.

We hope this helps and supports you through a really difficult time for parents and schools. Ultimately our aim is to work with you to provide the best education we possibly can in extremely challenging circumstances.

Thank you for your continued support.