



Dear Parents/Carers,

RE: The Use of Microsoft Teams

As schooling life has now been changed once again and we find ourselves having to adapt our teaching and learning, we would like to introduce face to face interaction as a part of our remote learning. We will be providing this via the platform, Microsoft Teams. Mrs Mullen worked tirelessly yesterday to set this up as quickly as possible and although we have not received any training, staff are keen to give it a go!

This will begin with weekly registration and PSHE sessions where the children will be invited to a live session with their class teacher.

We aim that in the upcoming weeks we will then begin to provide some live teaching to all children who are learning from home.

The user guide for Microsoft Teams (for both laptop and tablet use) can be found on the school website: www.chadsmeadacademy.co.uk under the Covid-19 tab, Remote Learning Introduction. In this, you will find how to access your child's username and password and all of the information required to participate in the live sessions.

There is also contact information for our IT providers, should you need support accessing this.

We will be in touch soon with details of when sessions begin, we are hoping for Friday 8th January or Monday 11th January. We will be mindful that families may be sharing devices and timetable all TEAMS sessions separately to allow for this.

With appreciation and warm wishes,

Mrs Grainger & Mrs Mullen
(Headteacher) & (IT Lead)