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Head teacher: Mrs Hilary Tyreman

Dear Parents/ Carers,

I hope this letter finds you safe and well.

The coronavirus (COVID-19) pandemic has provided many challenges in our approach to delivering education. The impact of the pandemic is continuing to affect us all, with changes from government imminent. In line with the government requirements and guidance we have improved our remote education. This will be the case where a class, group of pupils, or individual pupils need to self-isolate, or there are local/national restrictions requiring pupils to remain at home.

As part of our on-going work and to ensure learning is not disrupted due to the unexpected circumstances of COVID-19 we have created a platform where recorded lessons, homework and learning collaboration can take place.

We have set up email addresses and passwords so that your children can access TEAMS in OFFICE 365. There is no software needed, only hardware such as a laptop, PC, tablet, Ipad or even a smart phone.

**Through the use of Microsoft Teams, we will be able to;**

- Set homework and give feedback to tasks
- Store files so that pupils can access them for homework
- Upload videos, pictures and websites to support learning.
- Provide free access to all Microsoft educational software (PowerPoint, excel, sway, forms, word etc.)
- Pupils can discuss classwork / collaborate on class projects
- Encourage our students to be more digitally literate – “future proofing”. (Many places of work, colleges and universities are working with Microsoft Teams or similar products.)

After log in, Microsoft will go through an introduction. Your child will then be able to access various apps- all of which they are starting to use in school. To start with, your child's teacher will be mainly using the TEAMS app, this is where (in the future) homework will be set. You will find any homework set in the assignment tab.

Your child has been starting to use this in school, so they can become familiar with TEAMS. To login, please see your child's email address and password in their reading diary.

If you have any difficulties, with logins, please email or speak to your child's class teacher. Please also see attached a parents' guide to Teams with video help guides. The digital copy of this document, with the built-in hyperlinks, can be found on our school website, under Covid-19.

I hope that we only need this platform for homework, but by being prepared we will be able to support the education of your child and if needed use it for those children self-isolating or for wider school closures.

Thank you for your continued support.

Mr King