



7th January 2021.

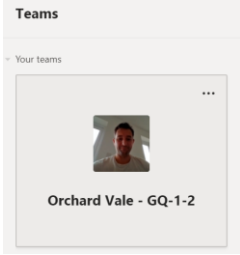
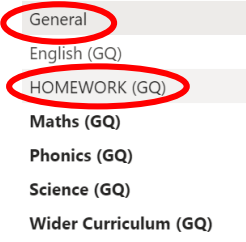
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Dear Parents and Carers,

As you may have seen on our recent Tapestry post, we will be using the Teams programme for weekly phone calls with you. This will allow us to video call you so we can speak to your child and carry out phonic, maths and reading assessments when needed. Over the next week you will receive an email from the school with your log in details for Teams. Once you have received this please follow the steps below to set up your account. If you need support, please contact us via Tapestry or email and we will support you with it.

To access this resource, you have several options:

	<p>You can access Teams via an internet browser using the following link https://teams.microsoft.com/</p>
	<p>For the most convenient and accessible solution, we recommend downloading the app. If you have an Android or IOS smartphone/tablet. Download the free app to your device from the relevant app store – just search for Microsoft Teams. On a PC or Mac you can download the desktop app from the following URL: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app</p>
	<p>After installing/opening the software you will need to enter your child's e-mail and password. These will be emailed to you over the next week.</p>

	<p>Once you have entered these details, you will be able to login and click on our class 'Team'</p> <p>Orchard Vale –AC-Rec (Miss Cawthorne's class)</p> <p>Orchard Vale – SB-Rec (Miss Boundy's class)</p>
	<p>We will only be using the general tab for teacher notifications mainly, however you too can add to the conversation. (When logging in for the first time please post a short message or add an emoji so I know you have been successful)</p>

Thank you for your continued support and we look forward to communicating with you and your child on Microsoft Teams.

The Reception Team.