

Monday 15th November

From today, we will be starting to develop our Teams platform so that parents / carers and children have a central area for key information about their year group, Topics, Reading and Maths. Please find below, a step by step guide to accessing Teams. Your child's username and password can be found in the **back** of their reading book. We are hoping this platform will develop over time and you will find information useful.

Accessing Microsoft Teams

1. Log on to Microsoft Office 365 using the link:

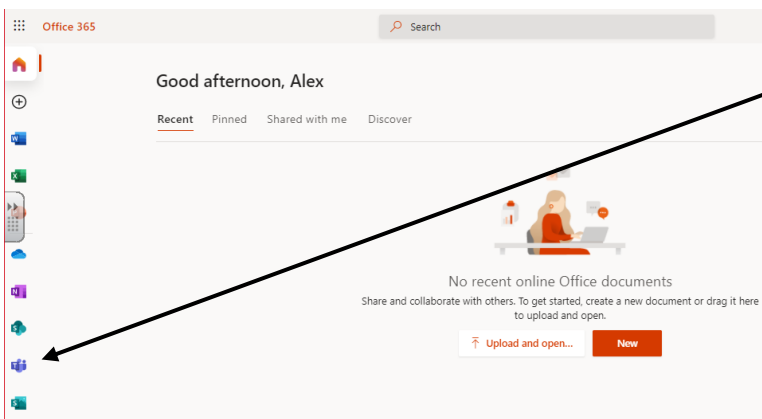
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in>

(You can download the Microsoft Teams app onto your phone, tablet or laptop).

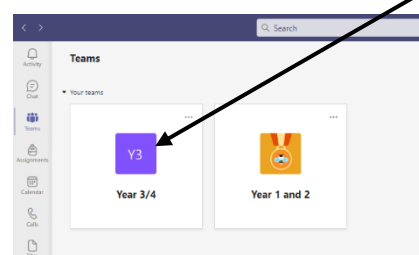
2. Type in the email and password provided by your child's class teacher to get into your child's account. It will be in your child's reading record and might look a bit like this.



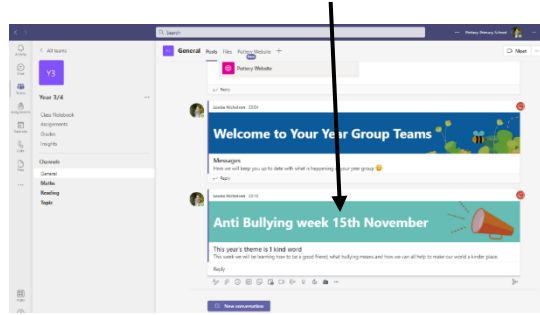
3. Click on the Microsoft Teams logo. It will look like this:



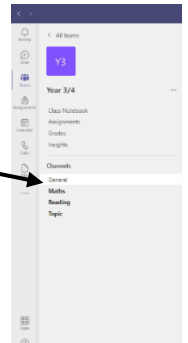
4. Next, you need to click on the Teams icon and then select your year group.



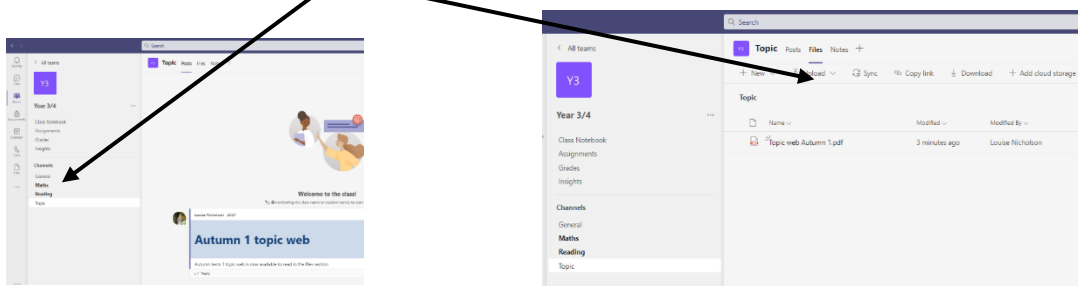
5. You will see any announcements and messages on the screen under 'general'.



6. Under the 'Channels' heading is where you will find further information. The Topic area is for your child's year group. Maths and Reading will contain information which will be the same across the whole school.



7. When you click on your chosen channel, you will find useful links on the tab across the top.



We will be using Teams initially as a way of keeping you up to date with what is happening in your child's class. It will also contain information to support your child's learning. Parent pay, text messages and newsletters will continue as always and the school website will continue as an information page for the whole community.

Class teachers will continue to use their email as a direct line of communication. Please do not hesitate to get in touch with your child's class teacher if you need any further information or support.

Many thanks

Louise Nicholson (Assistant Head Teacher)