

**13/10/2020**

Dear Parent/Carer,

As part of our new strategy, all pupils now have a School based Office 365 account. This account gives your son/daughter access to download Microsoft Office on their home computers as well as access to online versions of Microsoft Word, PowerPoint, Excel.

The account also gives your son/daughter access to Microsoft Teams and One Drive. Microsoft teams is a digital hub that allows pupils to collaborate with teachers, submit work and for your teachers to set pupils' assignments. OneDrive is an online file storage account for all of your son/daughter's school work.

Your son/daughter has been given a letter which gives them the information required to activate the account so that they can see any work set, submit work and get support from their teachers if and when they are required to complete remote learning due to local lockdowns or specific groups of pupils are required to stay at home.

Microsoft Teams will replace Milk as our homework setting platform. Milk will remain our primary communication platform for the time being.

To access this home learning resource, you have several options:

You can access Teams via an internet browser via the following web address: [www.teams.microsoft.com](http://www.teams.microsoft.com)

For the most convenient and accessible solution we recommend downloading the app for both your home computer/laptop/tablet and smartphone. The best experience for pupils is on a laptop/computer but it is also recommend that the app is downloaded on pupil's phones to ensure they receive notifications.

- [www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app](http://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-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

A dedicated email has been set up for pupils/parents to use for password resets, and other technical support needed if having to learn from home e.g. issues with accessing their Teams channel, accessing the internet, office365 etc.

[RemoteLearningMAT@e-services.freshservice.com](mailto:RemoteLearningMAT@e-services.freshservice.com)

Microsoft Teams does not have specific parent accounts and instead we recommend that parents download the Teams App on their own devices and use your child's login details to be able to keep a track of homework that is being set each week.

Yours sincerely



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