



Dear Parents/Carers,

Upon our return to school, in September, we have put in place the **Microsoft Teams platform**, as a contingency for student absence or temporary closure. In addition, it will serve as a valuable teaching tool to support independent and home learning.

Microsoft Teams has the benefit of an online platform created for each teaching group bespoke to each class and teacher. It will be used for sharing files, video links, uploading student work, pre-recorded lessons and the setting of assignments with feedback.

One of the benefits of Microsoft Teams is that it can be accessed on a variety of devices; including computers, tablets, and mobile phones- therefore giving students the freedom to easily access course materials.

Each student has a log in (it is identical to their school email) that can be used to access Microsoft Teams (see additional instruction sheet how to access Microsoft Teams). All Microsoft Teams are now 'Live' and teachers are adding class resources each lesson.

In the event of a temporary closure, or a period of quarantine, students should access their Microsoft Team class in line with their school timetable. Instruction of the work to be completed will be uploaded into the class **Post** (this is a chronological thread within the class Team that only teachers can post in).

Over the next few weeks, teachers will demonstrate the use of Microsoft Teams in class to help students familiarise themselves with this new platform. Should you have any questions or concerns please do not hesitate to contact me for further information.

Regards

Mr J Allen
Assistant Headteacher