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29<sup>th</sup> September 2020

Dear Parent / Carer

## **RE: Online Learning Platform for Pupils – Microsoft Teams**

To further improve our remote home learning we will be implementing Microsoft Teams across the school and logins will be provided for pupils. Microsoft Teams provides a wealth of opportunities to develop our home (remote) learning and provides further interaction and communication with yourselves and your children.

To access this home learning resource, you have several options; you can access Teams via an internet browser via the following link:

<https://teams.microsoft.com/>

For the most convenient & 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>

After installing/opening the software you will need to enter an e-mail and password, these have been sent home in an envelope. Once you have entered these details, you will be able to login and see your child's 'Team.'

Please see the attached 'Remote Learning Plan' which gives a comprehensive overview of links and resources along with helpful hints and information regarding remote home learning. Teams will be a useful way to support pupils' education if they are learning from home which ensures the learning continues to be of high quality, safe and aligns as closely as possible with in-school provision. We are very proud of the broad and ambitious curriculum we have at Stanford. If a Bubble does have to self-isolate, staff will be able to share explanations and resources etc via Teams. Please note, however, that correspondence or queries must continue to come via the school office on 01472 318003 or via email at [office@stanfordschool.co.uk](mailto:office@stanfordschool.co.uk).

Please explain to your child/children that the discussion board is not a chat facility and should not be used to talk with their friends. It is purely for work based discussion and questions.

If you have any questions or queries regarding installing or accessing Microsoft Teams, please contact the school office. Please see links below for further online guidance.

Thank you for your continued support and we look forward to helping the pupils with their remote learning via Microsoft Teams.

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidancefor-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

Kind regards

A handwritten signature in black ink, appearing to read 'Leonie Hackfath', written in a cursive style.

**Mrs L Hackfath**  
**Headteacher**