

Friday 18<sup>th</sup> September 2020

Dear Parents/Carers,

From Friday 18<sup>th</sup> September, as part of our commitment to providing the children in our care with the best possible educational experience, children in Year 1 to Year 6 will be given access to Microsoft Teams. During these unpredictable times, we hope that this platform will be a useful tool for Meet and Greet and setting homework.

### **Logging in**

Go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

Click Sign in.

Username: [firstname.lastname@st-andrews.lincs.sch.uk](mailto:firstname.lastname@st-andrews.lincs.sch.uk)

Password is date of birth, followed by initials e.g. John Smith, 9<sup>th</sup> June 2020 : 09062020js

**The log on details for Teams and the relevant online homework systems will be sent home as a copy for you to keep next week.**

When you have logged in you should see the 'team' for your child's class. When you click this, it opens the general feed on 'posts'. This is where homework tasks may be set, or where children can ask questions about their homework. This is a public space where all members of the class group can see what is posted.



Children do have the option to use the chat feature on the left hand side of the screen. This feature should only be used to ask homework questions to the class teacher and **NOT** with other children. Published on the school website on the newsletter page is the 'Teams' policy. We ask that you read this and ensure the children understand how to use the system and adhere to the expectations set.

D W Hodgson Sep 2020