Dear Parents/Carers,

From Thursday 18th June, as part of our commitment to providing the children in our care with the best possible educational experience, Canterbury Class will be trialling the use of ‘Microsoft Teams’. This platform enables the class to be set tasks by their teacher and complete some online work. During these unpredictable times, we hope that using Microsoft Teams will a very useful tool to communicate and work collaboratively between school and home.

From Thursday, have a go at logging into Teams. Try to answer Mrs Bell’s ‘hello’ on the Canterbury class feed. See if you can go onto class notebook and write something on your personal notebook under the home learning section. We will spend the first few days becoming familiar with navigating the system. If successful, on Monday, tasks will be set on the ‘general feed’ and ‘collaboration space’ on a daily/weekly basis. We will use our Zoom chat on Wednesday to discuss the tasks set.

**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, 9th June 2020 : 090620js

When you have logged in you should see the ‘team’ Canterbury. When you click this, it opens the general feed on ‘posts’. This is where tasks may be set, or where children can ask questions or talk to the teacher. This is a public space where all member of the Canterbury group can see what is posted.

Another section is called ‘Class Notebook’. When you click this section, you can look at the collaboration space for Canterbury Class. This is where worksheets or tasks can be viewed. The collaboration space is for all members. You also have your own private page under your name. You can use this to share you work privately if you wish to.

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 have conversations with the class teacher and NOT with other children. Attached to this letter is a ‘Teams’ policy. We ask that you read this and ensure the children understand how to use the system and adhere to the expectations set.

This is a new system for school and we welcome constructive feedback on how to further improve the system in the aim of supporting the children. We understand and appreciate that this unprecedented time is difficult and different for everyone, but please try your best to get logged on and familiarise yourself with the system.