

Dear Parents/Carers,

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. This platform will be used for setting homework.

### **Logging in**

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

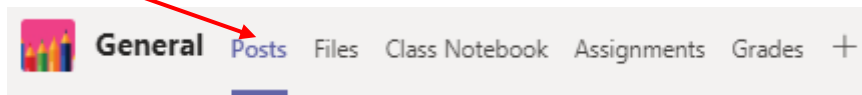
Click Sign in.

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

Password is: Lincoln22 (Capital L)

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

When you have logged in you should see the 'team' Lincoln. 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 Lincoln 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. 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.