



'TEAMS' is coming!



Dear Parents,

Important information for Years 3, 4, 5 and 6

On Monday 18th January we are launching TEAMS with our Key Stage 2 children.

We have sent home information about how to access TEAMS in your Home Learning pack. **The children will need their new email address and password** – these are also in your pack.

We will be using TEAMS to share work, allow communication between pupils and staff and also we will be having TEAMS 'meetings' via screens – this is very similar to a Zoom call.

Teachers will be scheduling 'meeting' times from Tuesday 19th January. It is very important that you log in on Monday so that your teacher can share the meeting time for Tuesday. Each class will have a different meeting time.

We would like children to log in to TEAMS on Monday between 9:15-10:30am. (This will allow siblings a chance to log in to their respective classes if they are sharing a device).

When your child logs in they will see their class 'welcome' page.

A teacher will have shared the Daily Schedule on this page and will have left your child a message. It would be great if your child could **leave a message to say hello** and 'check-in' with an emoji. That way, we know that you will have been successful logging in and we will be able to share information with you.

Before you log in it is very important that you read through the 'Code of Conduct for Remote Learning' with your child. TEAMS is an extension of your child's classroom. The same high standards of behaviour are expected. We expect that children only use their TEAMS account when their teacher has directed them to do so. It is not a social media platform that pupils can use for communication to each other.

Good luck logging in! If you have any problems on Monday - don't worry - please contact school and we will do our very best to support you.

Yours sincerely,

Mrs Clovis

Deputy Headteacher