



1<sup>st</sup> September 2022

## RE: Microsoft Teams and Home Learning



Dear Parent / Carer,

Microsoft Teams is the backbone of how we set home learning for all students. Setting work in this way ensures that your child has clarity over what is being asked of them, and in many cases, it will also include resources to assist them with the work.

MS Teams gives your child's teachers many advantages over how work is set, collected, and assessed, and although we all hope otherwise, it also enables us to deliver a high standard of online provision if the need were to once again arise.

From a child's perspective, MS Teams and the broader MS Office 365 offering that we subscribe to for your child, enables them to access and edit their files from anywhere, and on any device. They can complete work electronically and essentially use the same core software, just like they would on a school computer. It also ties into an almost unlimited cloud storage repository for any files they want to work without worrying about USB drives etc. or any need for emailing work to-and-fro.

Microsoft Teams can be accessed by almost any device with a web browser. It can also be downloaded as a free app on any mobile device, or desktop/laptop too. Your child will be shown how to do this in their first ICT lesson of the year, but if they wish any more information please direct them back to their computer systems teacher.



For children in year 7, we will imminently be turning on the 'parent link', which will then automatically send you a weekly email summarising the home learning that your child has been set. You will also be able to see any work your child has not completed on time. In order to initiate this, you will receive an email from Microsoft asking if you would like to join your child's classes. This will be sent to the primary email address that you have given the school. It is important that you opt in, so that you can also see the work set. Please note that as a parent you will not be able to access Microsoft Teams itself, only the child can.

Kind regards,

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