



Sound and District Primary School
Whitchurch Road, Sound, Nr. Nantwich, Cheshire, CW5 8AE
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Headteacher: Mrs Laura Minshall Thomas (BEd Hons)

Thursday 17th June 2021

Microsoft Teams

Dear Parents/Carers,

Over the last few months, the school has been working on developing further its Remote Learning Package. We have set up a Teams page for each class on Microsoft Teams. Microsoft Teams is a digital platform that let's teachers keep in touch with children remotely. It is a safe and secure environment that lets teachers communicate with pupils, share files, videos and useful websites and give feedback directly to pupils. It can also be used to schedule assignments (homework).

In addition there is also a function to schedule live lessons for children in the class, or with smaller groups of children in the event of a lockdown or a class bubble having to isolate.

When will your child/you use Microsoft Teams?

Microsoft Teams will be used initially if a Bubble Closure occurs within school. The teacher will send their Daily Task sheet and accompanying worksheets/activities (the same as previously) through the Class Teams Page instead of via the class email address. Children and parents can then log in at home to receive the work and complete and send back to the teacher directly through Teams.

If a teacher is completing any live sessions, this will again be taught through Teams (and not Zoom) and an invite will be sent through.

By using Microsoft Teams for our remote learning offer, the children will have one place to collect and submit assignments, take part in live classes all using one password. The school are also starting to use Microsoft Teams to introduce activities/links which can be accessed at home, this will form part of the homework plan moving forward. This will be more evident in KS2 to start with. We will send more information regarding this in the new term.

Finally, if schools do go back into full lockdowns, we would use Microsoft Teams for all remote Learning activities, Live Lessons and communication. Hopefully we will never get to this though.





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What have we done to make this switch to Teams easier for you and your child?

As a school, we have prepared the following to help support the use of Microsoft Teams for the future:

1. Staff have spent time in class (especially KS2) introducing Teams, what it is for, how we will use it and most importantly – how to log on!
2. I have attached some help guides. These will include all the necessary information for you and your child to access Microsoft Teams.
3. Also included is the rules and expectations for using Teams which staff will go through with the children on how to use Teams correctly and safely.

I know many of you will already be familiar with Microsoft Teams and so may not need the guides, however, they are there just in case you need them.

How will you access your child's Microsoft Teams username and temporary password?

We will send out your child's username and temporary password in a sealed brown envelope for KS1 (Reception, Year 1, Year 2). Key Stage 2 children (Year 3-6) already know theirs and have written the username down in their diaries. We will send the temporary password through to you on Teachers2Parents and once you have received this you will be able to update this to a unique, memorable password of your choice. Full instructions are included in the information attached.

Thanks again for your continued support,

Kind regards,

Mrs Minshall-Thomas

