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Dear Parents and Carers,

First, let me begin by saying a huge thank you for all of your support during this current situation.

To further improve our home learning and provide more opportunity for discussion we will be implementing Microsoft Teams. Microsoft Teams provides a wealth of opportunities to develop our home (remote) learning and provides further interaction and communication with yourselves and your children. This form of home learning will be implemented initially in **Year 5 launching on Wednesday 13th May**. Then, it will be implemented in **Years 4 and 6 on Monday 18th May**. Initially, the work set on Microsoft Teams will also be replicated on the school website but in time, the website content will be removed.

To access this **home learning** resource, you have several options:

- You can access Teams via an internet browser via the following link

<https://teams.microsoft.com/>

For the most convenient & accessible solution we recommend downloading the app.

- If you have an Android or IOS smartphone/tablet, download the free app to your device from the relevant app store – just search for Microsoft Teams.
- On a PC or Mac you can download the desktop app from the following URL

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

After installing/opening the software you will need to enter an e-mail and password and these will be sent to you via e-mail. Once you have entered these details, you will be able to login and see your child's '**Team.**' Within this '**Team**' you will see a channel entitled '**General**' and other channels displaying days of the week.

In the '**General**' channel, you will see tabs across the top. Clicking on these will provide:

- Help – a guide to help you use Teams and access all the areas. We will include this with this letter but update it as we go in this location so do check back if you have queries as we will look to address any frequent questions.
- A downloadable weekly timetable as a guide to help you to structure your child's daily learning
- Website links that are in line with your child's age range and ability

In the '**General**' channel your teacher will post any general messages and weekly Assignments will pop up in here, we will be setting one English and one Maths assignment each week. We ask assignments are completed and handed in each week, this work will then be marked by your child's teacher with positive comments and areas for development. The work will be returned to your child through Microsoft Teams.

The daily channels, displayed under '**General**' will show the day and date e.g. Wednesday 13th May. Clicking on this channel will display the specific tasks for that day with a brief explanation where needed. There will be an English task, a Maths task and a curriculum task for each day. Teams gives us some more flexibility in what we can provide and so we are hoping to provide editable worksheets, quizzes, videos and more over time.

Please ask your child/children to complete the work in chronological order (Monday-Friday), as some aspects of work may build up over the week or several days. If your child is unsure of the work for that day, they can ask a question in the discussion section of the daily channel. Please explain to your child/children that the discussion board is not a chat facility and should not be used to talk with their friends. It is purely for work-based discussion and questions. Staff members will endeavour to provide an answer or clarification as soon as possible but please allow up to 72 hours as your teacher's family and onsite commitments can vary. We hope with the added variety of content and the ability to communicate more freely about specific areas of work, we can continue to engage and support your child and parents/carers in these challenging times.

Each daily channel will be displayed for two weeks before being removed to enable your child to access the work in a manner that suits you and your family.

If you have any questions or queries regarding installing or accessing Microsoft Teams, please contact techsupport@accordmat.org and a member of our Trust ICT support will be in touch to help. As mentioned above we have also created a parent guide with screenshots which should help you get started once you have access.

Thank you for your continued support and we look forward to communicating with you and your child on Microsoft Teams.

Yours sincerely,

Mrs Hannah Young
Head of Academy