



Arnside National Primary School

'Aspire – Believe – Achieve'

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RE: Microsoft teams

Dear Parent / Carer,

We are currently in the process of setting up individual Microsoft365 accounts for pupils in Years 3 to 6. This is part of an education package and is free to schools. The primary purpose of the account is for pupils to access Microsoft teams. This will make online learning more effective and allow pupils and teachers to communicate and interact in a safe and controlled environment. It is the obvious choice for our school as the main feeder secondary schools in the area use the same platform and it will be excellent preparation for the pupils. Our infant pupils will continue to use Class Dojo and PurpleMash as home-learning platforms.

Your child will be issued with a username and password which will give them access to Teams as well as online apps such as word or publisher. Once logged in, your child will be able to view assignments, download homework and submit completed work back to the class teacher. There are also additional collaborative functions which enable the pupils to work together on joint projects. Due to safeguarding issues and DFE recommendations, Teams will not be used for live video streaming. Each class is a private, closed group where only invited members can join. Each Team is controlled and monitored by the class teacher and overseen by the Headteacher. We will introduce the pupils gradually to the different functions and build up knowledge and skills in a progressive manner – we don't expect pupils to be experts on Day 1! Initially, the platform will be used to post some of the weekly homework activities but in the event of a pupil or class bubble having to isolate, this will become the main source of home-learning information. **We will continue to use Class Dojo for parental communication and PurpleMash for online activities where appropriate.**

Teams can be accessed on a range of devices such as laptops, PCs, tablets or smart-phones. It works best if an app is downloaded onto a device. To read more about the use of Teams in schools, the link below is a parental guide from Microsoft.

[Parental guide to Teams](#)

In the final weeks of term, we would like your child to log on and familiarise themselves with Teams. Class teachers may set a short assignment for the pupils to practise accessing and submitting an assignment.

As part of our online safety policy, pupils will be required to work within strict boundaries and their 'virtual' conduct will be closely monitored. We aim to create a safe, welcoming online space where pupils are kind and respectful at all times. If you have any questions, please contact your child's class teacher to discuss any issues. It's an exciting development for our pupils and we look forward to learning new skills in an ever-changing virtual world.

Yours sincerely,

Mr Sharp



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