



SUMMERFIELDS
PRIMARY ACADEMY

LEARN AND GROW

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Microsoft Teams

RE: Using Microsoft Teams for Remote Learning

Dear parent/carer,

In order for our children to be able to access online face to face teaching in the event of a 'bubble' closure, all children have been provided with an Office 365 account. This has been set up securely and is purely for the use of accessing Microsoft Teams for school.

Microsoft Teams is a virtual classroom where teachers can upload learning materials whilst providing face to face contact with their class. We have been working hard in school to ensure that all children are comfortable and are familiar with the layout of Microsoft Teams, for example it is used at least once per week in for assemblies. However, as this is a new way of delivering learning, the children may need support accessing this at home initially.

In order for your child to log in to their account, they will need to log in using their email address at <https://www.office.com/>

You child's email address will follow this format:

Name.Surname@pioneeract.org.uk

Passwords will be sent out individually through dojo.

Class teachers will use Class Dojo to inform parents and children of the time of a live session. Children should log in to their email account and join the live session at these times. All sessions are recorded for access at other times.

Upload your child's work onto their Dojo portfolio.

Teachers will feed back via Dojo or Teams daily.

We appreciate that this is a new way of teaching and learning and there will be teething problems for us all. Please continue to work with us!

Thank you for your support.