

# Holbeach Primary School

Nelgarde Road, London SE6 4TP

Tel: 020 8690 4713 Email: admin@holbeach.lewisham.sch.uk

Web: www.holbeach.lewisham.sch.uk



Today's learners are tomorrow's leaders

Monday 19<sup>th</sup> October 2020

Dear Parents/Carers,

## RE: Downloading and Accessing Microsoft Teams

In order to improve our home learning provision at Holbeach we are excited to be introducing Microsoft Teams. Microsoft Teams is a collaborative online platform for staff and students to use. It allows your children to see and complete work set by their teachers.

From next Half Term we will be using Microsoft Teams to set Home Learning and to provide remote learning to all pupils in the eventuality of a partial or whole school closure due to the Covid-19 pandemic.

### Downloading and Getting Ready to Use Microsoft Teams at home


Microsoft Teams is **free** to download for all pupils and families at Holbeach. To access this home learning resource, you have several options:

- 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' directly from the School Website (in the Home Learning section) or from the following URL

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

After installing the software, you will need to enter your child's **Email address** and **Password** which are below.

Website:	<a href="https://teams.microsoft.com/">https://teams.microsoft.com/</a>	
Name:		
Email Address:		
Password:		* If the password is less than 8 characters you will need to add hash tags (#) at the end of the password to make it up to 8 characters. E.g. apple3 = apple3## or spider7 = spider7#

Once you have entered these details you will be logged in. Select **Teams**  on the left side of the App and select your child's 'Class Team' (Class Name). You are now in your virtual classroom and are ready to begin.

**On Monday 2<sup>nd</sup> November at 2pm the Headteacher will be available for a Question and Answer session regarding Teams (A link will be emailed to you and will be available on the school website)**

**Then on Wednesday 4<sup>th</sup> November at 4pm your child will be having their very first online session using Teams. Each class teacher will be meeting their class, via Teams, to trial a short 'online' session. This will give your child a first taste of how Teams will be used in the future.**

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

Yours Sincerely,

Mr Morriss  
Assistant Headteacher

**Headteacher:**  
Mr Tom Bulpitt

**Assistant Headteachers:**  
Mrs Angela Cronin  
Mr Phil Morriss  
Mrs Karen Robertson

**School Business Manager:**  
Mr Gareth Hudson

**Premises Manager:**  
Mr Derek Holmes