

Dear Parent(s)/Carer(s)

Due to COVID prevention measures paper copies of homework will not be sent home this term. Equally, paper copies of homework cannot be brought to school. As far as possible, homework will be given out and monitored online. In order to provide this online home learning, we have decided to start using Microsoft Teams it is an excellent way of keeping the channels of communication going and share further, resources, activities and specific learning for your child

Every child has been assigned with an office 365 account in order to gain full access to TEAMs; this will provide you and your child with resources and activities for homework under the 'files' section.  There is also the opportunity to have a conversation with class members and the class teacher.  All conversations will be fully visible to all members of the group.

Children can also upload and share work or ideas they have done if they wish to do so. This will be shared with their class but NOT with other pupils in the school or anyone beyond

I've attached a guide for how to access TEAMS. Usernames and passwords will be generated as follows….

Usernames: will take the format of….**jul-year of entry-initials and no.1@sthelens.org.uk** for example John Smith who attends St Julie’s Year 3 class would have the username **jul-17-js1@sthelens.org.uk**

Some children who have the same initials as another child in their class will end their username with 2.

Passwords: children’s passwords have been set to their date of birth so that they are memorable and unique. For example, a child born on 27th February 2014 will have the password **27-Feb-14.**It is a very good idea for children to change their password, so it is personal. We suggest the password you create should be 6 or more characters containing upper, lower case letters and numbers for security purposes. You will also be asked to register for “password self-service” so that you can reset your password if you should forget it.  Please follow this link to explain this process further. <https://www.sthelens.org.uk/media/1544/st-helens-schools-ict-support-self-service-password-reset.pdf>

Chatting individually 1-1 will not be permitted on the system to keep everyone safe and protected. Although shared conversations are available and fully visible, recorded and filtered through St. Helens Council.

In the files section teachers will upload resources, power points and activities specific to your child’s year group. Teachers will also add homework for your child to complete.

If you have any questions, or details about TEAMS or any password changes please email via the TEAMs email system [stjulies-teams-help@sthelens.org.uk](mailto:-teams-help@sthelens.org.uk) or leave a message on the conversation section of your child’s ‘TEAM’ and a member of staff will get back to you as soon as possible.

Please bear in mind that you can still contact the school through the usual channels of phoning the school office in 01744 678233 or emailing [stjulies@sthelens.org.uk](mailto:stjulies@sthelens.org.uk) if you have any particular questions or concerns regarding your children’s education and wellbeing.

Kind Regards

Mrs Slocombe

Your child’s Username

Password