

# Cheapside CofE Primary School

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Headteacher: Mrs Kate Searle

20<sup>th</sup> October 2020

Dear Parents/Carers

Below you will find an email account and password for your child. This will enable him/her to access Microsoft Teams, the technology through which they can access our live remote lessons in the event of a quarantine or lockdown. Microsoft Teams is part of Office 365.

To install Microsoft Teams, follow these instructions:

## Smart phones and tablets: download the free Microsoft Teams app

Android Devices	iOS Devices (iPhones, iPods and iPads)
<ul style="list-style-type: none"><li>• Open the Play Store app</li></ul>	<ul style="list-style-type: none"><li>• Open the App Store app</li></ul>
<ul style="list-style-type: none"><li>• Search for 'Microsoft Teams'</li></ul>	<ul style="list-style-type: none"><li>• Search for 'Microsoft Teams'</li></ul>
<ul style="list-style-type: none"><li>• Tap 'Microsoft Teams'</li></ul>	<ul style="list-style-type: none"><li>• Tap 'Microsoft Teams'</li></ul>
<ul style="list-style-type: none"><li>• Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>• Tap 'Get'</li></ul>

Once the app has downloaded, open it.

Then your child needs to:

- Log in to their Office 365 account
- Tap the 'Teams' icon and your class team should appear.

## Computers and laptops: download Microsoft Teams

Your child needs to:

- Go to [www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app](http://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app)
- Click 'Download Teams'
- Once it's downloaded, click on the installer to run the app
- Log in to their Office 365 account
- Click 'Teams' on the left-hand side of the app and your class team should appear.

If you do not wish to download Teams, or your device does not have sufficient memory, you can still access Teams by logging in at:

<https://www.microsoft.com/en-gb/microsoft-365?ms.url=office365com&rtc=1> and use the web version.

The email account used as the login can be used by your child to communicate with the class teacher and to submit work, if desired. We ask that it is not used as a personal email account and that the following rules are adhered to:

- Do not email other children
- Be respectful to others and not send any inappropriate messages
- Do not subscribe to any social media sites or website mailings using your school email address.

All emails sent through our system will be monitored and misuse will be dealt with in accordance with our school policies. We ask that you discuss this with your child to ensure that they are aware of this.

Below is your child's email address and alpha-numeric password. You will probably be prompted to change the password on the first login.

To confirm your permission for your child's Teams sessions to be recorded for safeguarding purposes, please sign and return the attached consent form by Wednesday, 21<sup>st</sup> October 2020.

Yours sincerely

*Kate Searle*

**Kate Searle**  
**Headteacher**