

10 September 2021

Dear Parents/carers,

Re: Microsoft Teams Passwords

As a school we are keen to support your child with their learning both inside and outside school as such we are providing pupils with access to **Microsoft Office 365**.

Microsoft Office 365 is a web-based system which provides pupils with the ability to access school emails via Outlook, use Teams to complete any work set online, and access online programmes of Word, Excel, Powerpoint and One Drive. ([Video Link: What is Microsoft Office](#)). There is no requirement to download applications as Office Online provides free web access to PowerPoint, Word, Excel and OneNote which will enable pupils to complete work on these programmes. To access Microsoft 365 your child can click on this link: <https://www.office.com> or Google Microsoft Office.

At this point they will be asked to enter their unique email address and password and these are provided below:

Email address: Your child's email

Password: **The password will be the password your child uses when accessing the school computers. They will have set this password up in their IT lesson.**

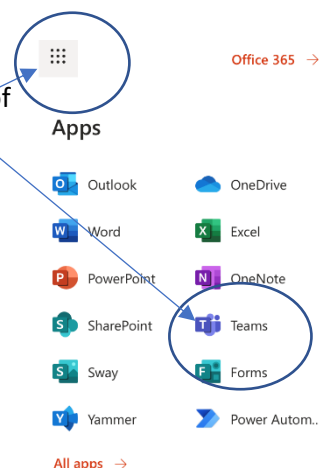
One Drive

OneDrive is a place students can use to save their school work in one place and avoid things getting lost. ([Video Link: How to use One Drive](#)) Files are saved onto the cloud based 'One Drive' and this means they are accessible from any device through a pupil's login.

Teams

As a school we also use the Teams app. The Teams application can be downloaded as an App on phones/tablets/PC's or accessed via the waffle icon in the left corner of Microsoft 365.

Within the Teams application pupils will have a 'Team' for each class they are in and teachers may set work through this Team via 'Assignments' where pupils can then submit work. Teams also has the ability to be used as a platform to teach online if the need ever arises.



During IT lessons over the next few weeks the IT teachers will go through how to use Teams and submit work if the teacher asks them to use the Teams submission function. In the unfortunate event your child

tests positive for COVID 19 and needs to isolate students will receive some work via Teams as soon as possible from their class teacher. In addition, whilst we are hoping that schools will remain fully open this year, in the event of any future school closure Teams will be used for remote lessons and activities. Should this be the case I will email additional information regarding our online learning behaviour policy. If you child is still not sure how to use Teams or Microsoft 365 they can ask their form tutor or IT teacher to explain how it is used. I have also attached a help sheet and link to a video to help:

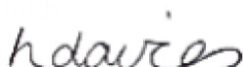
<https://www.youtube.com/watch?v=aO9LE6ZKnUM>

Thank you in advance for your engagement in using this platform to assist your child's education.

For any issues accessing Teams please contact the school IT support email:

Teamssupport@psf.wirral.sch.uk

Yours sincerely

A handwritten signature in dark ink, appearing to read 'h davies'.

H Davies
Deputy Headteacher