



ST NICHOLAS CE PRIMARY SCHOOL

School Road, Hurst, Berkshire, RG10 0DR

0118 934 0727

admin@st-nicholas.wokingham.sch.uk

www.st-nicholas.wokingham.sch.uk



Headteacher: Miss D McGrail

Wokingham Borough Council

Diocese of Oxford

2nd October 2020

Dear Parent/Carer

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:

Smartphones and tablets: download the free Microsoft Teams app

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

Once the app has downloaded, open it.

Then, your child needs to:

- > Log in to their Office 365 account
- > Tap the 'Teams' icon
- > Tap 'Join or create a team' then 'Join a team with a code' or click on the relevant link.
- > If applicable, enter the code that their teacher has provided, then tap 'Join'

Computers and laptops: download Microsoft Teams

Your child needs to:

- > Go to 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
- > Tap 'Join or create a team' then 'Join a team with a code' or click on the relevant link.
- > If enter, the code that their teacher has provided, then tap 'Join'

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 using the web version.

This 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 do not send any inappropriate messages
 - Do not subscribe to any social media sites or website mailings list 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 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 7th October.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D McGrail', written in a cursive style.

Miss D McGrail
Headteacher