



Head Teacher
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Priory Junior
School
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Dear Parents and Carers,

At the end of last year your child was given a **Microsoft Teams** account. They may have used this for a video call with their previous class teachers before the end of the summer. Your child has now been added to their new class group which we plan on using as a remote learning platform for homework and class assignments and also in case of further lockdowns.

We will still be using **Seesaw** as a learning platform too- both of these details should now be in your child's reading diary.

To access Microsoft Teams you will need to search for **Teams** on a web browser. You will then be asked to log in to your child's account. You can also access Microsoft Teams by downloading the app onto a smartphone, tablet or laptop. Once logged in, you should be able to access your child's class page. Miss Graham created a video guide to help with the logging in process at the end of the last academic year and this explains which features of Microsoft Teams will be used. You can find this video on the school website under 'Children', then 'Remote Learning Guides'

We are also pleased to inform you that, as part of the schools' package, you are also able to download Microsoft Office and Minecraft for free at home using your child's account details.

If you require any assistance regarding the set-up of Microsoft Teams, please use the help guides on the school website or contact Mrs Clark at Priory via the school text system or Seesaw.

Yours Sincerely,

The Priory Team