 **Saviour’s RC Primary School** 

*Pray Together, Learn Together, Stronger Together in Jesus*

7th January 2021

Dear Parents and Carers

I hope that I find you and your family well.

The situation in Lewisham is escalating in terms of COVID19 infections so please stay home, follow the rules and keep our community safe.

Since St Saviour’s RC Primary closed, we have been updating our website with learning resources for our children.

We also have some exciting learning news to share!

The teachers have been skilling themselves up in the use of **Microsoft Teams**.

‘Teams’ as it is most commonly referred to, has a range of uses, including being a great platform for remote learning. This means that your child can now access work that is set by their teachers at home. Teams can be accessed through any PC, laptop, X-Box, Playstation, tablet, Smart TV or phone.

The Teams application has a specific function for education and is being used by other schools, colleges and universities across the world. Our HBC IT infrastructure provides a highly secure environment for us to operate within.

**We expect your child to access Teams at home and complete work set for them.**

**Teachers will be able to see on a daily basis who has logged in and who has completed the work.**

Their teachers will be able to see their work, make comments if necessary, and your child will be able to ask their teachers for help through messaging.

**Instructions**:



Go to [www.office.com](http://www.office.com/) (or the school website) and log in with your school email address and password .

**Your child’s email:** ben.xxxxxxxx@stsaviours.lewisham.sch.uk

**Your child’s password:** *sent to you individually*

 Select the **Teams Logo** from the Office homepage:



Click on the **Teams app** and you will arrive at your **Teams dashboard**.

The centre of your screen will contain white tiles with the Teams that your child is a member of. They may be part of multiple teams, organised by different subjects.

These have already been set up for you.



Click on a subject folder to see the work that the teacher has set.

This may be a combination of things like written tasks, videos, quizzes and PowerPoints to watch. Your child’s teacher will have set a date for its completion. Students and teachers can communicate through Teams.

This means that your son or daughter can ask for help and get personal feedback. When work is complete, hit the ‘turn in’ button.

We look forward to welcoming your child for online learning during the week of the 11th January. Parents will be alerted via text message so please ensure the school has your up to date contact details.

Best wishes,

Mr D Houson