#  **Garswood Primary School**

Hamilton Road, Garswood,

St. Helens WN4 0SF

Thursday 26th March 2020

Dear Parent(s)/Carer(s)

We hope home learning is going well.  We really appreciate the support we are receiving from all the parents, emailing, tweeting and using the provided resources to home school your children. In order to provide another way of keeping the channels of communication going and share further, more specific information we have decided to start using Microsoft TEAMS.

Every child has been assigned with an office 365 account in order to gain full access to TEAMs; this will provide you and your child with weekly planning ideas and resources for home learning under the 'files' section.  There is also the opportunity to have a conversation with class members and the class teacher and myself if you need any assistance or have any questions.  All conversations will be fully visible to all members of the group.

Children can also upload and share work or ideas they have done if they wish to do so. This will be shared with their class but NOT with other pupils in the school or anyone beyond Garswood.

I've attached a guide for how to access TEAMS (also available on the school website on the home learning page with a link). Usernames and passwords will be generated as follows….

Usernames: will take the format of….**gar-year of entry-initials and no.1** for example John Smith who attends Garswood’s Year 3 class would have the username **gar-16-js1**

Some children who have the same initials as another child in their class will end their username with 2 but I will email those children separately.

Passwords: children’s passwords have been set to their date of birth so that they are memorable and unique. For example a child born on 27th February 2014 will have the password **27-Feb-14.** The first time you log onto TEAMS your child will be asked to change their password so it is personal. In order to do this you can access the St. Helens self-service portal. You will be asked to enter a phone number or email address (Parents) were a verification code can be sent to reset your password. We suggest the password you create should be 6 or more characters containing upper, lower case letters and numbers for security purposes. Please follow this link to explain this process further. <https://www.sthelens.org.uk/media/1544/st-helens-schools-ict-support-self-service-password-reset.pdf>

Chatting individually 1-1 will not be permitted on the system to keep everyone safe and protected. Although shared conversations are available and fully visible, recorded and filtered through St. Helens Council.

The files section already contains a lot of resources specific to your child’s year group and in weekly folders. Teachers will also add weekly planning with suggested activities. These will not be allocated to specific times and are suggestions to help you with home schooling. There is no pressure to complete. We do not expect work to be sent in on return to school. Resources are there to assist and provide ideas.

If you are in need of any resources specifically for your child your class teachers can source and upload to the files section. We will start off gently with this and then as people become more confident with using add or explain a few more potential features. We are also hoping to add a ‘frequently asked questions’ feature to hopefully answer some regular queries if needed.

If you have any questions, or details about TEAMS or any password changes please email via the TEAMs email system garswood-teams-help@sthelens.org.uk or leave a message on the conversation section of your child’s ‘TEAM’ and a member of staff will get back to you as soon as possible.

See you all soon and stay safe

Les Moon (Computing lead)

**Roots of happiness, branches to learning.**

**Head teacher: Pamela Potter BA (Hons) QTS NPQH PQSI**

*Website:* [*www.garswoodprimary.co.uk*](http://www.garswoodprimary.co.uk) *Twitter: Garswood School @GarswoodPrimary*

*Contact: Email* *garswood@sthelens.org.uk* *Telephone: 01744 678290 Fax 01744 678294*