

Hambridge Community Primary School

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2nd February 2021

Dear Parents/Carers,

Thank you for the feedback from your experience of using our online learning so far with your children. From what you are telling us, we know the impact that it is having is positive and we would like to continue this after half term.

We have started to implement using Microsoft Teams across the school because it has many other benefits that Zoom cannot provide as a teaching and learning tool. For example, pupils' work can be uploaded onto a file that teaching staff are able to provide feedback from and there are other useful tools that cannot be used with Zoom. For these reasons, we will be using Microsoft Teams as our home online learning platform in the near future.

HOW TO LOG ON

Children will need to log on by using the following instructions.

- Type into your search engine Microsoft office 365.
- **Username**- This will be the year they started school, followed by the first initial, last name and @ham.ppat365.org e.g. 20JBloggs@ ham.ppat365.org
- Your child's **password** will be the word (Ham.) followed by their 6 digit date of birth with an exclamation mark (!) on the end e.g. For the birthday of 1st January 2000 ----- Ham.010100!

Microsoft Teams will not be used until after half term (22nd February), but we would like all users to trial their username and password, so that we can iron out any problems and get the children online by the start of the new half term.

If you have any problems, please contact the office via telephone or email and we will do our best to help you.

Yours Sincerely,

Mr Jack Hoare - Computing Lead



