



Northfield

Primary & Nursery School

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Dear Parents and Carers,

I hope you are all keeping safe and well. I am writing to thank you all for your support with your child's learning on Seesaw and update you on how we are going to share children's home learning going forwards. After looking into different options, we have decided from September to use Microsoft Teams. Microsoft Teams is a central point for parents and children to access their learning tasks. The activities are organised into clearly labelled folders and it is easy to navigate.

In September, you will receive an invite from your child's class teacher(s) to join Microsoft Teams via email. If you are accessing it on your phone or tablet, you may find it easier to download the free app first. When you get your email, click on 'Open Microsoft Teams' and follow the instructions given.

Instructions: To access Microsoft Teams on your computer, you will be asked to download the Windows app. If that doesn't work, you can click on 'Use the web app instead.' To access Microsoft Teams via your tablet or phone, you will need to download the free Microsoft Teams app: Once you have logged on, to access your child's learning, you will need to click on the 'Files' tab at the top of the screen. Then, click on the folder which says 'Class Materials'. In there, you should find your child's home learning tasks for next week. For easier access to your child's work you also need to download the free Microsoft Onenote app: which allows interactive access to your child's notebook.

If you have more than one child attending Northfield, once you have set up the app for one class, you should be automatically added to the other 'teams' (classes) by your child's teacher(s). To find individual classes, click on 'Teams' tab and then the class you want. This should be on the left hand side of the screen of your computer and at the bottom of the screen on your tablet or phone.

We hope that families find this a useful and easy way to access their home learning activities.

Mr Windibank

Computing Leader.