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Executive Headteacher: Mr Barry Blakelock
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Thursday, 28th January 2021

Dear families,

RE: Access to Microsoft Office and joining your class 'Team'

UK Government has made a significant investment in technology to support young people with their learning. Whilst we recognise this has been quite a challenge for some of our families, we have worked hard to provide devices and data where needed. We are keen to use this opportunity to minimise 'digital disadvantage' in our school community. In the long run, this will be hugely beneficial to all our children.

Remote education is being provided through our website and ClassDojo. We are now extending this offer to include **Microsoft Office** and in particular the 'Teams' application which will help bring us together more easily in the future. It provides a very secure digital environment for us all to work in.

Your teacher will soon share your username and password. You will then be able to log on to Microsoft Office at www.office.com. Further information is provided with this letter.

An invitation to our first virtual assembly!

To support families with this new offer, we would like to invite all our children to a virtual assembly on **Friday, 5th February at 10 am**. This can be accessed using the calendar in the 'Teams' application.

Before you join our assembly, there will be two opportunities to join a practice event using 'Teams'. The first will be on **Thursday, 4th February at 10 am** and the second later that day at **1 pm**. This will simply allow you to check if you can see and hear us on your computer – there will be no content for pupils. We will try our best to support you during these times. If you have any technical questions, please email these to office@ryeprimary.co.uk rather than telephoning the school office.

This is the first in a number of events we would like to run using 'Teams'. This technology is new to us all – so please be patient as we start to introduce it. If you are unable to join us on this occasion for whatever reason, there will be other opportunities coming up.

Our assembly is a live event: children and parents should attend together with microphones muted.

Yours sincerely

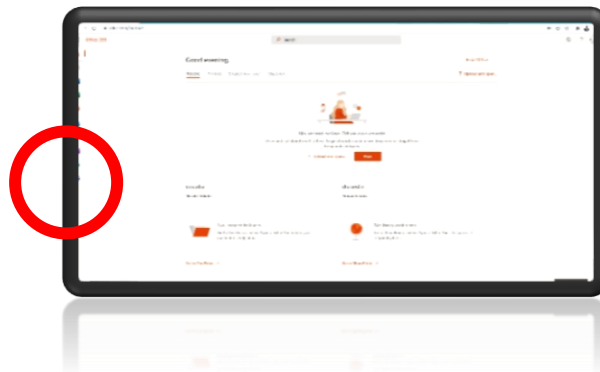
Barry Blakelock
Executive Head

Instructions:

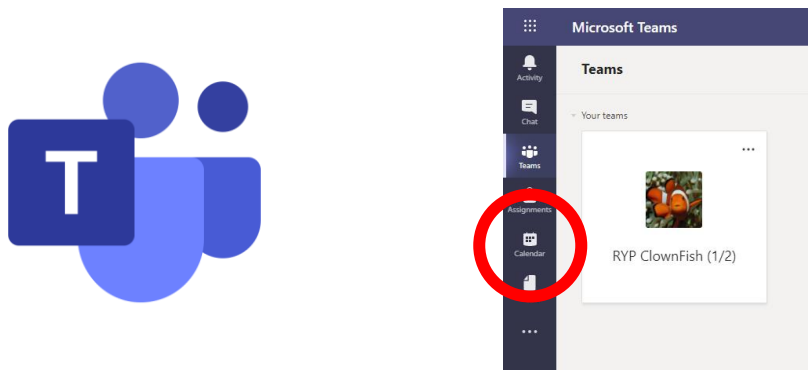
Go to www.office.com and sign-in to **Office** with your username and password.



This will take you to the **Office** homepage.



Select the 'Teams' application from the menu on the left and it will take you to the dashboard.



Select 'Calendar' from the menu on the left, find your event and click on it and select 'join'.

