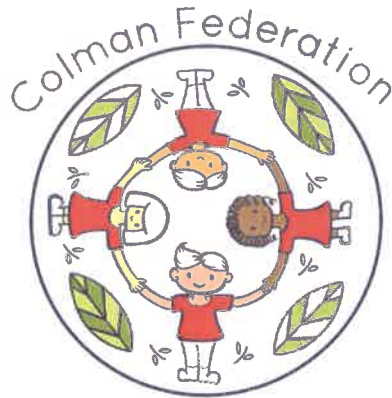


Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Julie Sandford
Headteacher

18th March 2020

Dear Parents/Carers

Online Learning

In the event of potential pupil absences or school closure we have been working hard to set up online learning for all pupils using Microsoft Teams in Office 365. Each child is being given a unique Office 365 account and will be assigned to a 'team' for their class. This platform will allow us to upload learning resources and set tasks for the children to complete. Children will be able to share any work they do at home with their teacher either by uploading a document or a photo. We will be spending time with each class this week introducing the pupils to Microsoft Teams and showing them how it can be used. We will then be trialling it by setting some home learning tasks. We would be grateful if you could support your children in logging in at home and completing the tasks. You can login to Office 365 at <https://www.office.com/>

Login and email address details sent out via your child/or posted any queries please email us.

Please change your child's password using the setting cog in the top right corner but please make sure it is memorable for your child as they will need to login at school.

You can access Microsoft Teams through Office 365 on a web browser or you can download a Microsoft Teams app to a tablet or smartphone device.

We will be posting a link to a Microsoft Teams guide to our website and twitter page. You can also find the guide by searching 'Microsoft teams guide for parents' online.

If you have any queries please do not hesitate to ask

With Best Wishes

A handwritten signature in black ink, appearing to read "Julie Sandford". The signature is fluid and cursive, written over a white background.

Julie Sandford
Executive Headteacher
The Colman Federation