



Robins Lane

PRIMARY SCHOOL

Thursday 7th January

Microsoft Teams

Dear parents and carers,

I would like to thank you for your continued support with home-learning. In order to provide another way of keeping the channels of communication going, we are excited to announce that class teachers will be providing twice daily video calls via Microsoft Teams. This will provide the opportunity for teachers to check-in with pupils, provide feedback and celebrate achievements. Morning meetings will take place from 8:45 – 9:15am. Afternoon meetings will take place from 2:45 - 3:10pm. Pupils will be expected to attend all virtual meetings unless they have a genuine reason that they are unable to. Please contact your child's class teacher via ClassDojo if they are unable to attend. Class teachers will use follow up telephone calls to check-in on any non-participating pupils.

Usernames

Every child has been assigned with an office 365 account. Usernames will take the format of:
ROB-year of entry-INITIALS and no.1

Some children, who have the same initials as another child in their year group, will end their username with 2. We will contact you separately if this is the case.

When logging on, they will need to enter the full email address, which is their username and @sthelens.org.uk.

Year Group	Year of Entry
Nursery	21
Reception	20
Year 1	19
Year 2	18
Year 3	17
Year 4	16
Year 5	15
Year 6	14

Example

John Smith, who is in Year 3, would have the username:
ROB-17-JS1@sthelens.org.uk

If John was born on 27th February 2012, his password would be:
27-Feb-12

Passwords

Children's passwords were set to their date of birth so that they are memorable and unique. The first time that you log into Microsoft Teams, your child will be asked to change their password so that 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) where a verification code can be sent to reset your password. We suggest that 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>

Headteacher: Mr D Spruce
Kinmel Street, Robins Lane, St. Helens, Merseyside, WA9 3NF

Telephone 01744 678503
Email: robinslane@sthelens.org.uk
Website: www.robinslane.co.uk



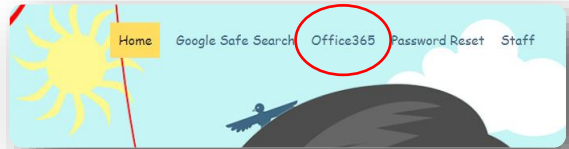
Aim High, Fly High



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How to Access Microsoft Teams

1. Microsoft teams can be found by clicking on the link <https://www.sthelens.org.uk/> and clicking on 'Office 365' in the top right corner.



Sign in
to continue to Outlook

Email or phone

Can't access your account?

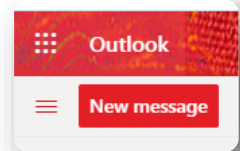
Sign in with a security key ?

Back

Next

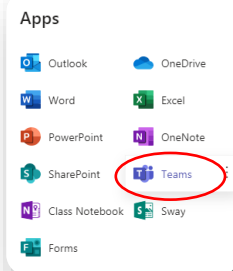
2. You will be asked to sign in using the username and password allocated to you (Please see above.)

Once signed in, click on the square of dots next to the word Outlook in the top right hand corner of the screen.



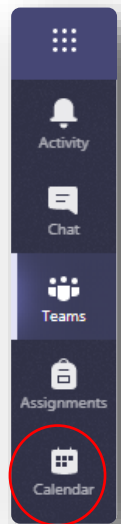
3. From the Apps menu, click on the word **Teams** to access.

There are also free versions of Word, PowerPoint etc. to use here too.



4. To join a class call, click on the word **Calendar**. At the call start time, click on your child's scheduled meeting and select 'join.'

The 1-1 chat facility will be disabled to keep everyone safe and protected. Shared conversations will not be used. Communication will continue via ClassDojo.



For more information, please follow this link to access an online demonstration:
<https://teamsdemo.office.com/>

If you have any questions about Microsoft Teams or any password changes, please email contact your child's class teacher via Class Dojo.

Kind regards,
Mr Spruce

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