

Dear Parent/Carer,

I am writing to inform you of the improvements that have been made in relation to the ICT infrastructure at the Academy over the last few months. These improvements will now enable all of our students to have full access to the suite of Microsoft Office 365 and Microsoft Teams from home for free. This is a fantastic opportunity for all of our students to access and create a wealth of resources moving forward which will really support them alongside their diet of classroom based education.

Office 365 is a suite of programmes that will support your child's learning whilst they are at school and/or home. They can create and edit work in programmes such as power point, word or excel and save work securely in the cloud using One Drive. Placing work in One Drive will allow your child to access their work easily between home and school and work on it live. They will even begin to learn how to share work with their teachers for feedback and editing in the future.

Microsoft Teams is now our new way to teach our students in the event of a partial or full lockdown. Staff will invite their classes to live remote lessons as and when needed. Teachers will place work in the relevant class groups and there will be an expectation that your son/daughter attends their lessons when scheduled and completes all work that is set and on time including homework. High levels of good behaviour and engagement will be expected in remote lessons using Teams as it would be in the classroom at school. Further guidance on all of this will be communicated in the near future.

Using a mix of face to face teaching and digital teaching is known as blended learning. With the younger generations being more digital ready this move towards blended learning is innovative and forward thinking. Many colleges and universities have been using this method of learning for a long time and we are pleased to also be able to offer this high quality educational experience to our students.

Staff are currently familiarising themselves with this new suite of software and in particular with Microsoft Teams.

All students at Smiths-Wood Academy now have a new Fmat email account and over the next few weeks will be given their new email addresses and passwords.

When back at school they will be directed and given time to make sure that they can access their accounts on school site; **they must do this for their first log on** but after that they can freely log on from home. Microsoft office have several free apps which can be downloaded to either laptops, tablets or mobile phones which makes accessing their files and work even easier no matter where they are in the world! We do recommend that once they have completed their first log on at school that they download Microsoft

Teams and Outlook to a device at home so they are ready to start blended and remote learning as and when necessary. This will enable a quick and smooth transition.

The Teams app (online lesson access and resources) looks like this:



The Outlook app (school email account) looks like this:



To log onto both Apps your son/daughter will need their new Fmat email address and the new password they have created at school.

To start the academic year with these new facilities provides students with an excellent platform at the start of a new school year. Below I have provided you with a couple of very short videos to further explain some of the details above.

### **Video links to support this letter:**

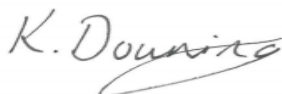
#### **What is Microsoft 365?**

<https://support.microsoft.com/en-gb/office/what-is-microsoft-365-847caf12-2589-452c-8aca-1c009797678b>

#### **Parental Guide to Teams:**

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

Sincerely,

A handwritten signature in black ink that reads 'K. Downing'.

#### **Mrs K.Downing**

Assistant Head of Academy  
Curriculum & Standards