

**WEOBLEY PRIMARY SCHOOL
BURTON WOOD
WEOBLEY
HEREFORD
HR4 8ST**

**Telephone: 01544-318273
Email: admin@weobleyprimary.co.uk**



**Head of School
Mr S Warrell BA (Hons), PGCE**

20th January 2021

Dear Parents and Carers,

It appears that many of you have successfully signed your children into Microsoft Teams and are finding it a good way to communicate with school.

The class teachers keep signed into Microsoft Teams during the school day and are able to swiftly respond to questions, either by text message or a quick video chat. Many children have been able to join the whole class video meetings which have been a lovely opportunity for everyone to catch-up with each other.

There are two main ways of communicating with your child's teacher on Microsoft Teams:



by clicking on your child's "Teams Icon" – you will see a **WHOLE CLASS CHAT** everyone can see this and everyone can contribute. This section is best used if the class teacher wants to send a message to everyone; each of the children can then reply to the teacher. **You should NOT use this area to send individual messages to the teacher or each other.**



by clicking on the "Chat Icon", you will see all the individual chats your child has been involved in, you can click on one of those to continue a conversation with that person or click on the  "New Chat" icon from where you can type in a name to find someone to chat with.

IMPORTANT NOTE 1: if you cannot see the "Chat Tab", you may need to click on the ellipses  where you should find the "Chat Icon".

When in "Chat" children can use the  to upload pictures to their teacher. **If you prefer, you can use this option to send work to the teacher rather than use the method we are currently using** – it appears that many parents are finding this much easier. Parents that want to use the original method of uploading work can continue to use this method if they wish.

IMPORTANT NOTE 2: The children are able to use the Microsoft Teams Chat facility to stay in touch with their friends. The beauty of this is that the system is restricted to Weobley Primary School Users and they cannot use it to communicate with anyone outside of the school community. We trust that the children will use this facility in a positive way, and we request that parents monitor their use, by regularly looking at their child's "chats". Due to Data Protection Regulations, the school are not able to monitor individual chats between users for reasons of privacy, although in the case of a serious allegation, chat records can be investigated.

If you haven't already logged your child into Microsoft Team, I urge you to give it a try as it seems to be streamlining communications between home and school. If you have any problems, please don't hesitate to get in touch and we will do everything we can to support you.

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On mobile devices such as tablets and iPads, Microsoft Teams is best accessed by downloading the free app:



https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB&gl=US



<https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

On a PC or Laptop, you can either access teams via your internet browser at

<https://teams.microsoft.com/>

Or you can download the Microsoft Teams App for your PC or Laptop from here:

<https://www.microsoft.com/en-gb/microsoft-teams/download-app#desktopAppDownloadregion>

Yours sincerely,

A handwritten signature in cursive that reads 'Stephen Warrell'.

Stephen Warrell

Head of School