

19th January 2021

Re: Office 365 and MS Teams – Year 7 and Year 8

Dear Parent,

Further to my letter dated 15th January, you should have received a letter yesterday confirming the following:

- Your child's school e-mail address (username) and password.
- Instructions on how your child can access their Office 365 account.

Providing your child has accessed their Office 365 account, they will be able to access **MS Teams** lessons from **Monday 25th January**.

Your child should continue to access Zoom lessons via the online timetable for the remainder of this week.

Procedure for MS Teams Lessons

- Pupils will follow their **normal school timetable** i.e. Period 1-5, Monday-Friday.
- Each day, **between 15.00 – 16.00 p.m.**, pupils will receive **lesson invites** from their teachers for lessons for the **following day**.
- Pupils will receive lesson invites via their **personal school Outlook e-mail account**.
- In order to access a live lesson, pupils will need to **click on the link** in the **e-mail** from their teacher **or** click on the particular lesson in the **calendar** in MS Teams.
- In terms of lesson resources, feedback and assessment, individual teachers will guide pupils accordingly.

If there are any issues, please e-mail Office365@eastwood.southend.sch.uk

Yours sincerely,



Mr. N. Houchen
Principal