



Dunston Hill

Community Primary School

Wednesday 18 March 2020

Dear Year 6 Parents and Carers

Re: Plan for possible school closure – Year 6 specific

This letter details our immediate plans to support Year 6 pupils and their families in the event of a whole school closure.

Your son or daughter will be bringing home a pack of resources today. Please keep the pack to one side until we advise you to open it as the resources link to activities you will be sent and are only to be used if school is closed.

When your child arrives home today it is really important that they log in to their Microsoft Teams account. We have shown them how to do this in school today and they have all the information they need to log in at home. We just need to make sure this works at home and there are no problems so please test this tonight and let us know if you encounter any issues.

If your child is going to access Microsoft Teams via a PC or a laptop, they need to do the following:

- They will need to use either the Google Chrome or Microsoft Edge browser.
- Load the school website at www.dunstonhillcps.co.uk
- Click on the blue sign Year 6 Office 365 Teams Login
- Log in with their Username (their new email address and their Password (that they set in school today)
- The children then know they are to click the “love heart emoji” on the assignment task.
- They should not do anything else except log out. They will receive more training in school tomorrow.

If your child is going to access Microsoft Teams via an iPad, they need to do the following:

- Go to the App Store on the iPad
- Type “Microsoft Teams” and install (“get”) the App for free.
- Log in with their Username (their new email address and their Password (that they set in school today)
- The children then know they are to click the “love heart emoji” on the assignment task.
- They should not do anything else except log out. They will receive more training in school tomorrow.

If things don't work as I have outlined above, please don't worry but it is important that you let the school know as soon as possible so that we can check it out and put it right straight away. You can either catch the Year 6 teacher at the door, give our office a call or of course; your child can let us know what the problem is.

Just to let you know that packs for other year groups (in case you also have a son and daughter in a different year), will be sent home tomorrow, (Thursday).

NB: I know that some of the parents/carers have children who have not been in school for the last few days and therefore will not receive a pack today. If possible, please arrange for someone else to collect the pack on your child's behalf or if you let us know we can arrange to have a pack delivered to you sometime tomorrow, (Thursday). School will attempt to call you before we start delivering the packs, so you know to expect us. Naturally, we will need to adhere to the government and Public Health England guidance when handing over the pack to you.

Mr C Sutherland, Headteacher

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In the pack will be the resources your child needs, a hard-copy of this letter and an instruction sheet which will clearly show you and your child how to set up your password so that you can then access the login process described earlier in this letter. Again, if you have any questions, please contact the school as a matter of urgency tomorrow.

Thank you as always for your continued support and positivity.

Yours sincerely

CR Sutherland

Mr C Sutherland

Headteacher

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