



## Unsworth Primary School

Blackley Close, Unsworth,  
Bury, Lancashire BL9 8LY

**Head Teacher:** Mr A Rhodes  
**Assistant Heads:** Miss W Sinclair & Mrs T Ali

[www.unsworth-primary.co.uk](http://www.unsworth-primary.co.uk)  
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Contact Us  
**Telephone:** 0161 766 4876  
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Dear Parents and Carers

This week we will be launching our Microsoft Teams Learning Platform with your child's class. The platform is a secure virtual learning environment that your child can access as part of their home learning. It can be downloaded as an app for tablets or phones via the app store or via this link <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> and installed on any desktop or laptop. The intention was for us to show children how to access it in school after the half term break following staff training and for us to start to use it with them to build up their confidence in using the different features. However, we feel that it is important over the period of self-isolation that your child is now facing, that they have an opportunity to connect directly to their class teacher and their class mates.

On Tuesday I will be hosting some parent training sessions via zoom, where I will model some of the basic functions of teams and how you can navigate it. Through doing this, I hope you will be able to get a clearer view on what the platform looks like and how we will start to use it. The sessions will be at the following times:

- 9.15-10.00
- 1.30-2.15
- 4.15-5.00

If you would like to participate in a session please email the school office and they will send you the session codes. I will also be providing some help sheets and links to the Microsoft teams help guides for anyone unable to make the sessions or as points of reference.

Your child's username and password for the platform will be sent to you via direct message in Parent Hub on Tuesday evening and their class teacher will indicate via Parent Hub when the first interactive sessions will take place on Wednesday.

Our aim is for your child's class teacher to introduce your child to the platform this week and some of the features it has, which include the ability to take part in virtual sessions, receive and hand in pieces of work, collaborate on shared projects and find resources. All children have experienced the platform as my weekly assemblies run through it and we use it across school as our communication platform.

As a staff we are all currently working together to develop a completely new way of providing teaching and learning in the current climate and our aim is to build up our use of the learning platform gradually, so that all children, staff and parents are confident in understanding how to navigate and use it. We hope that you will support us to do this through helping your child login and familiarise themselves with different functions.





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I would like to reassure you that a lot of work has gone on across the summer in terms of setting up our Microsoft Teams Platform to ensure that all the privacy settings and permissions are secure and appropriate. Individual pupils do not have the ability within the platform to contact each other as the platform acts as a virtual classroom in which the class teacher directs learning. It is only the class teacher who is able to schedule any virtual sessions.

As children's confidence grows with how Teams works, we will further expand the different features that we use, but initially it is important that we ensure all users use the platform appropriately like any of our digital systems. It provides a safe and secure way for children to practise being online safely and everything that goes on the platform is monitored and logged.

**If you do have any problems with accessing digital content in your home, please do make contact with the school office and as we start to roll out use of the platform this week, let us know if you have any difficulty logging in or if you have issues on the device you are using.**

Again I would like to take this opportunity to thank you all for the support you are providing for your children and for working together with us as a school to create a remote learning experience. We are really excited to be able to start utilising our learning platform and look forward to further supporting your child through Microsoft teams.

Yours Sincerely

*Mr Rhodes*

Mr A Rhodes

