Queen's Park C.E./U.R.C. Primary School, Rivington Road,
St. Helens, Merseyside WA10 4NQ
01744 678202 | queenspark@sthelens.org.uk

Queen's Park C.E./U.R.C.
Primary School

Head Teacher: Mrs. J. Kellett
Deputy Head: Miss A Hughes
Assistant Head: Miss J. Bailey

Dear Parent(s)/Carer(s)

We have planned a 'blended learning' strategy to enable us to provide remote teaching in the event of a partial school closure. Part of this strategy is setting up a Microsoft TEAMs account for all children.

Every child has been assigned with an office 365 account in order to gain full access to TEAMs; this will provide you and your child with access to remote learning should their bubble need to isolate. There is also the opportunity to have a conversation with class members and the class teacher and myself if you need any assistance or have any questions. All conversations will be fully visible to all members of the group.

Children can also upload and share work or ideas they have done if they wish to do so. This will be shared with their class but NOT with other pupils in the school or anyone beyond Queen's Park.

I've attached a guide for how to access TEAMS (also available on the school website on the home learning page with a link). Usernames and passwords will be generated as follows….

Usernames: will take the format of….**school-year of entry initials@sthelens.org.uk**
for example John Smith who attends Queen's Park Year 3 class would have the username

que-16-js@sthelens.org.uk

Some children who have the same initials as another child in their class will end their username with 2 but I will email those children separately.

Passwords: children's passwords have been set to their date of birth so that they are memorable and unique. For example a child born on 27th February 2014 will have the password **27-Feb-14.** It is a very good idea for children to change their password so it is personal. We suggest the password you create should be 6 or more characters containing upper, lower case letters and numbers for security purposes. You will also be asked to register for "password self-service" so that you can reset your password if you should forget it. Please follow this link to explain this process further. https://www.sthelens.org.uk/media/1544/st-helens-schools-ict-support-self-service-password-reset.pdf

Chatting individually 1-1 will not be permitted on the system to keep everyone safe and protected. Although shared conversations are available and fully visible, recorded and filtered through St. Helens Council.

Teachers will also add weekly planning with suggested activities. The teachers will provide feedback on the work completed if photographed and uploaded onto the file section.

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We will start off gently with this and then as people become more confident with using add or explain a few more potential features. We are also hoping to add a 'frequently asked questions' feature to hopefully answer some regular queries if needed.

If you have any questions, or details about TEAMS or any password changes please email via the TEAMs email system queenspark-teams-help@sthelens.org.uk or leave a message on the conversation section of your child's 'TEAM' and a member of staff will get back to you as soon as possible.

Please bear in mind that you can still contact the school through the usual channels of phoning the school office in 01744 678202 or emailing queenspark@sthelens.org.uk if you have any particular questions or concerns regarding your children's education and wellbeing.

Regards

Mrs J. Kellett
Headteacher