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Dear Parents and Carers,

As you are aware, we continue to reflect and enhance the ways in which we can communicate with our children and parents, particularly in times such as this, when we are no longer able to offer our usual 'open door' policy.

We are encouraged by the amount of families using the class email accounts, please continue to use these to communicate with your child(ren)'s class teacher. We would like to manage expectations that replies from staff are not to be expected out of school hours.

In order to ensure we can continue to provide education in case of any class closure, we continue to use Microsoft Teams. Microsoft Teams will allow us to provide direct communication and learning with our children and families, as part of a secure platform.

We provide below a simple training video on how to access your child's Teams account on our Trust website. Just go to the following link:

[https://watertonacademytrust-my.sharepoint.com/:v/g/personal/jsephton\\_watertonacademytrust\\_org/EZ-vjUy4DVxIoWLK09VL9MABEMvJwGuVVzWXxAQuuJqLzQ?e=W82vOK](https://watertonacademytrust-my.sharepoint.com/:v/g/personal/jsephton_watertonacademytrust_org/EZ-vjUy4DVxIoWLK09VL9MABEMvJwGuVVzWXxAQuuJqLzQ?e=W82vOK)

To access home learning via Teams, you have several options:

- You can access Teams via an internet browser via the following link <https://teams.microsoft.com/> or office.com and login with Waterton Academy Trust email
- For the most convenient and accessible solution we recommend downloading the Teams app. If you have an Android or IOS smartphone/tablet, download the free app to your device from the relevant app store (just search for Microsoft Teams)  
On a PC or Mac you can download the desktop app from the following URL <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

After installing / opening the software you will need to enter an email and password. These will have been sent home with your child, on a sticker inside of their reading record.

- Once you have entered these details, you will be able to login and see your child's 'Team'.
- Within this Team, you will see a channel entitled 'General'
- In the 'General' channel, the teacher will post any general messages and assignments / work activities will pop up here.
- When work is set it should be completed and returned through Microsoft Teams.

If you have any questions or queries, please first refer to the training clip; following this, please contact the school office, where our staff will be happy to help.

Thank you for your continued support and we look forward to communicating with you and your child on Microsoft Teams.

Kind Regards

Adam Riby – Head of School

Designated Safeguarding Lead: Mr A Riby    Safeguarding Governor: Mrs P Forbes  
Deputy DSL: Miss S Gordon, Mrs S Conway, Miss H Ho

If you are worried a child is at risk of harm, please contact one of the above or **Social Care Direct on 0345 8503503**  
Copies of the Safeguarding Policy can be obtained from the school office or downloaded from the school website.