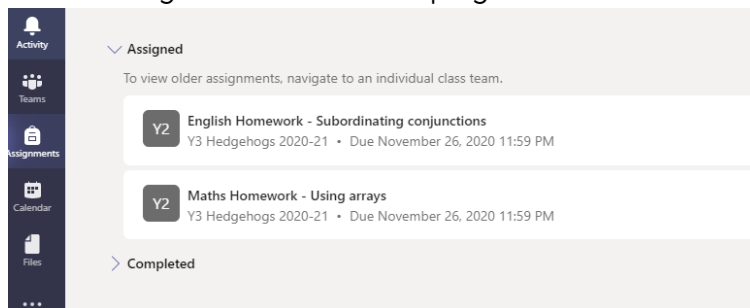
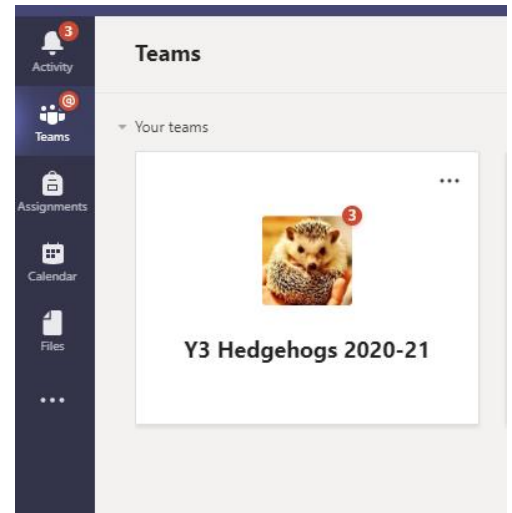


Dear Parent,

Some of your child's weekly home learning will now be set via Microsoft Teams, as an assignment (where appropriate). To access this (on any device that has internet access) your child will need to log in to Microsoft Teams using their school email and the password you set when Teams was introduced. If your child's password needs resetting, please contact Mrs Allen (karen.allen@psmps.co.uk)

Once logged on to Teams, your child will receive notifications alerting them of the assignments set.

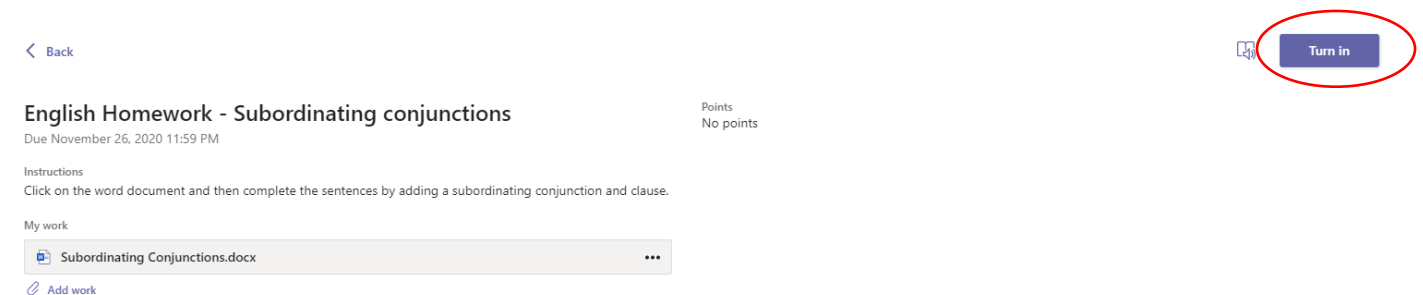
The easiest way to access the assignments is via the 'Assignments' tab on the left-hand side. Once clicked, your child's assignments will be displayed like this:



Your child can then click on each assignment and follow the instructions. They can click on 'My work' which will load the home learning worksheet. Your child may be asked to write their answers in their home learning book or if the home learning sheet is a word document, your child can write directly onto the editable sheet. Their work will save automatically on the sheet when they click 'close'. They can come back to it at any point to add to, amend, or finish their home learning.

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Once completed, they must close the worksheet and click the 'Turn in' button in the top corner.



Thank you for your support.