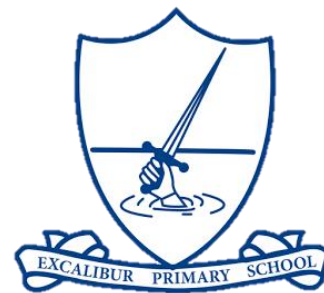




EXCALIBUR PRIMARY SCHOOL  
Ivy Lane, Alsager, Stoke on Trent, ST7 2RQ  
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9<sup>th</sup> September 2020

Dear Parents/Carers,

As you will be aware, it is important that we prepare for the possibility of future class or school closures due to local or national guidance regarding COVID-19.

During any periods of remote learning, and in addition to communication via phone calls and Seesaw, class teachers will use Microsoft Teams to hold video calls in small groups. If their class is learning from home, each child will receive two video calls a week.

Your child should now have login details to give them access to their own Office 365 account. At times, your child may use this account in school but please check that it works at home too. If you are working on an Apple computer, it works more effectively if you download the desktop app for Microsoft Teams.

Please see overleaf for details of how to log into the system. Please get in touch if you have any questions or queries.

Yours sincerely,

Mr Hancock  
Assistant Headteacher





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## Microsoft Teams Login Information

1. Go to <https://www.office.com/> and click 'Sign in' button
2. Enter your child's email address and Password. Then click 'sign in' (email addresses and passwords have been sent separately).
3. Once in logged into Office 365, pupils can then click on teams – please see photograph below:

