

## Wickham Common

Primary School

Gates Green Road, West Wickham, Kent, BR4 9DG Telephone 020 8462 4927 wickhamcommon@compassacademytrust.org www.wickhamcommonprimary-compass.org

Headteacher: Miss R Williams BA (Hons), NPQH

18<sup>th</sup> December 2023

**Dear Parents and Carers** 

You may be aware that we use Microsoft Teams for remote home learning and communication.

I am pleased to provide you with the instructions and login details for your child as we introduce this learning platform for Acorns and Conkers.

The Trust has developed a set of protocols that we ask all parents and pupils to abide by when using Microsoft 365 and Teams. Please read the attached protocols carefully and share them with your child. It will be deemed that you agree to abide by the protocols by signing into the Trust learning platform and it is important that you and your child follow them.

## How to Activate your Child's Account

You can either click on the link below or copy and paste the link into a new browser. **www.office.com** 

This will take you to the following page to sign in:



An account has already been created for your child. Their username and password has been stuck into their reading record for your ease of reference. (An example would be <u>MarkFrancisWC@compassacademytrust.org</u>) **Please use a capital letter for the WC at the end of their name.** Once you have entered your child's username please click NEXT

ign in to your account × +		-	C	3
O      login.microsoftonline.com/9f0c4345-2093-4c85-b114-ff2e781bfda	Voauth2/authorize?client_id=00000001-0000-0ff1-ce00-00000000008response_mode=form_post8protectedtoken=true8respons	07	☆	Θ
	Microsoft ← tpupil@compassacademytrust.org Enter password			
	Fargot my password Sign in			
	Activate Window Go to Settings to active	rs ite Wir		
Q Type here to search		(D)	13:03	kies

Please enter the individual password given. Please click Sign in.

If you forget your password, please **do not click on the link to reset it** but email the school office: <u>wickhamcommon@compassacademytrust.org</u> Please be patient, the school will reset your

password and email it to you as soon as it is possible to do so. Once you have entered the new password please click Sign in.

This will take you to the Microsoft 365 Homepage.

Please click sign in the purple Teams icon down the left hand side. Choose whether to use Windows or web app.

You will then see your child's Microsoft Teams page which will look similar to the one below:







A member of Compass Academy Trust An exempt charity and a company limited by guarantee registered in England and Wales number 09323096. Registered office: Oak Lodge Primary School, Chamberlain Crescent, West Wickham, Kent, BR4 0LJ By clicking on your child's Microsoft Team Class you will then see a message from the class teacher.

🕽 Compass Academy Trust Remote 🗙 📫 (3) General (Demo)   Microsoft Te 🗙 🕂		- 0
$\rightarrow$ C $$ teams.microsoft.com/_#/sch	pol/conversations/General? threadId = 19: ebdbee 37d0af 451a8af d05a2844b2e 33 @ thread.tacv28 ctx = channel 1000 ctrack and	× 🕒
Microsoft Teams	Q. Search	
All teams	D General Posts Files Class Notebook Assignments Grades	© Team (1)
D	_	
ents Demo	••• TP Test Pupil 1/11-403 PM hello	
General		
History1	January 12, 2021	
Maths	Assignments 1/12 1:54 PM Updated	6 <sup>5</sup>
	Due 13 Jan View assignment	
	Assignments       1/12 1:56 PM	8
	TP Tet Pupil 1/12 420 PM please all go into history	
	<ul> <li>✓ Reply</li> </ul>	
	January 13, 2021	Activate Windows
	Capita 1/13.4:10 PM dsfdsfd	Go to Settings to activate Windows.
Type here to search	H 😑 🔒 🐋 🗿 🕫 📘	へ 😉 🧟 (小) 💷 13:12

Please follow the above instructions carefully. If you have any problems signing into your child's account, please email the school office and they will do their best to help you.

Thank you for your support and understanding as we launch this new and exciting way of communicating with parents for Early Years.

Kind regards

The Early Years Team.















A member of Compass Academy Trust An exempt charity and a company limited by guarantee registered in England and Wales number 09323096. Registered office: Oak Lodge Primary School, Chamberlain Crescent, West Wickham, Kent, BR4 0LJ