



Wickham Common

Primary School

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Telephone 020 8462 4927
wickhamcommon@compassacademytrust.org
www.wickhamcommonprimary-compass.org

Headteacher: Miss R Williams BA (Hons), NPQH

18th 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.

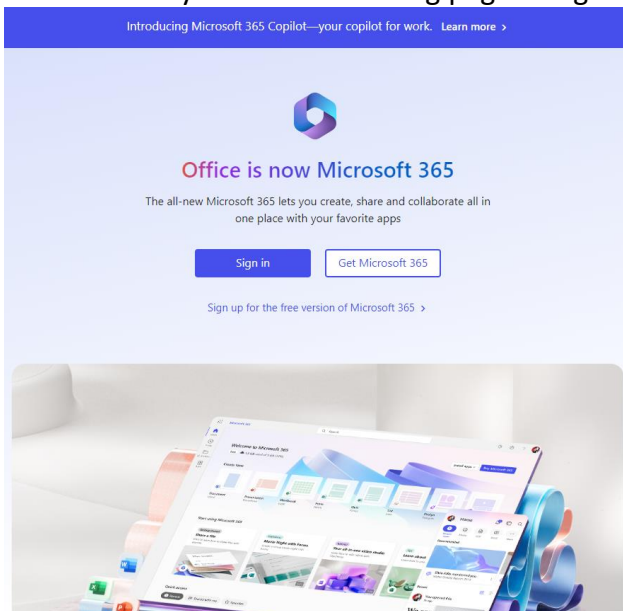
The Trust has developed a set of protocols that we ask all parents and pupils to abide by when using Microsoft 365 and Teams. Please read the attached protocols carefully and share them with your child. It will be deemed that you agree to abide by the protocols by signing into the Trust learning platform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

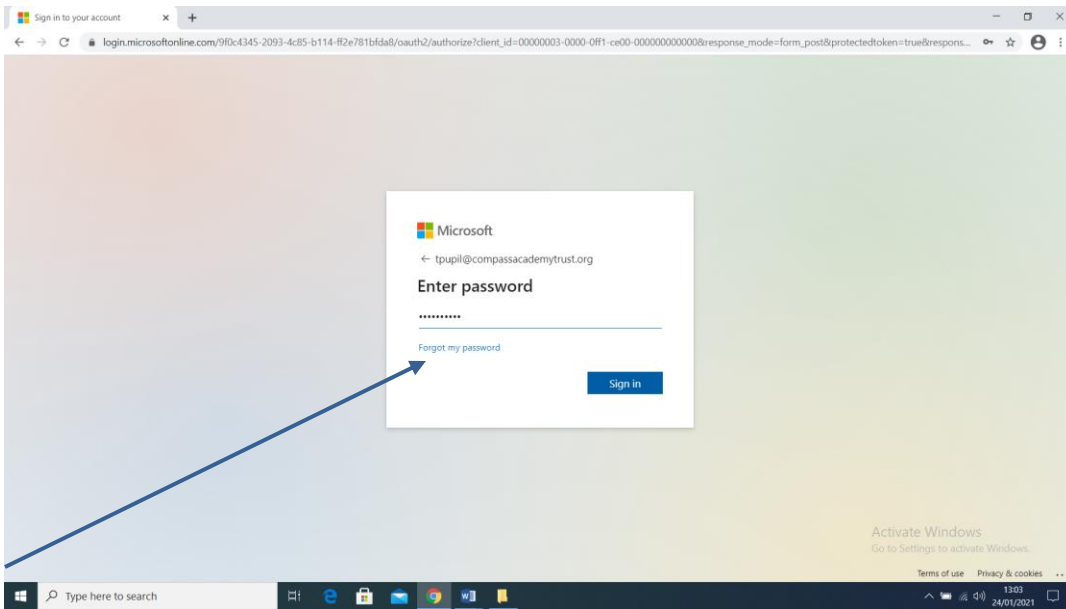


An account has already been created for your child. Their username and password has been stuck into their reading record for your ease of reference.

(An example would be MarkFrancisWC@compassacademytrust.org)

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

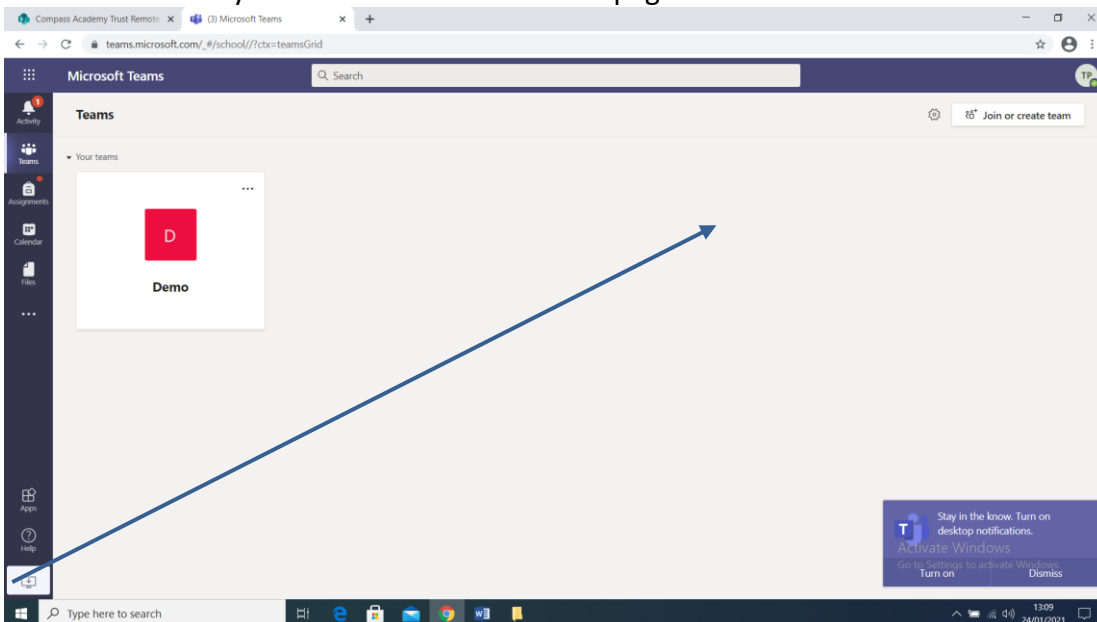


Please enter the individual password given. Please click Sign in.

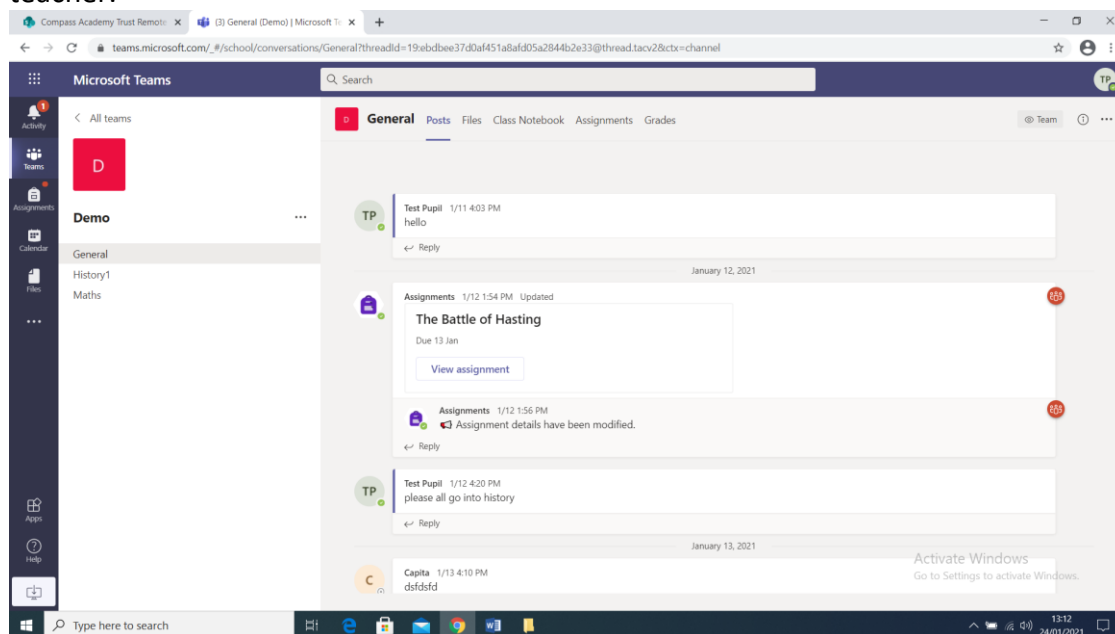
If you forget your password, please **do not click on the link to reset it** but email the school office: wickhamcommon@compassacademytrust.org Please be patient, the school will reset your password and email it to you as soon as it is possible to do so. Once you have entered the new password please 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:



By clicking on your child's Microsoft Team Class you will then see a message from the class teacher.



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.



WE HAVE ACHIEVED



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