



Heathfield Primary School  
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Headteacher: Mr M D Thornley BSc (Hons)

Thursday 30<sup>th</sup> April

Dear Parents/Carers,

In order to support parents, carers and children further while school is closed, we have started to use an online tool called Microsoft Teams. Microsoft Teams offers some great functionality to help teachers support pupils during their home learning.

Please note: There is no pressure to use this application, it is optional.

Each class will have their own team i.e. Year 2 class will be called the Year 2 team. Initially, we will be using Microsoft Teams as a feedback tool for children. Any work that children complete, whether that be assigned by the teacher or not, can be uploaded as a document or photograph.

The class teacher will then be able to view children's work and provide feedback. Feedback will be given daily at 3:15pm by class teachers.

**In order to log on, please follow the instructions below.**

To access teams please visit <https://teams.microsoft.com>

The login process is the same as Purple Mash with exception of adding **@heathfield.bolton.sch.uk** to the end of the username.

Purple Mash login – Username

Microsoft Teams login – [Username@heathfield.bolton.sch.uk](mailto:Username@heathfield.bolton.sch.uk)

The password for Microsoft Team is the same as the pupils use for purple mash.

Any problems please contact the school at [events@heathfield.bolton.sch.uk](mailto:events@heathfield.bolton.sch.uk)

Once you are logged on, you will be able to upload your documents into the files tab along the top. You can also create a file for your child to save all of their work. When uploading any work, it would be helpful to the teacher to save the document with the child's name and the date. This could be a good motivator for your child, knowing their teacher will see their work.

In the future, we hope to develop the use of Microsoft Teams to further strengthen the home school learning partnership.

Best wishes to everyone in the Heathfield Family, Stay safe,

Yours sincerely

Mr. M D Thornley

Headteacher

