



Executive Head: Ashley Best-White
Executive Deputy Head: Kirsty Anatola

Mill Lane Site, Horsford, Norwich, Norfolk, NR10 3ES
Tel: 01603 897938
Head of School: Tanya Kirton

Holt Road Site, Horsford, Norwich NR10 3DN
Tel: 01603 898348
Head of School: Nicola Owen

Email: office@horsford.norfolk.sch.uk

30th September 2020

Dear Parent/Carer,

RE: MICROSOFT OFFICE 365 PUPIL ACCOUNTS – information for Year 1-6 parents – EYFS information will follow in a separate letter

Please be advised that all pupils at Horsford CE VA Primary School have been provided with a **Microsoft Office 365** account. Office 365 contains the same applications as traditional versions of Office, including Word, Excel, PowerPoint and Outlook but also the more recent additions of OneNote and Teams. Pupils will be able to access these applications at school and at home (providing of course they have access to a PC/Laptop, Tablet device or Smartphone and a reliable internet connection). Office 365 will work with all Windows, Apple O.S and Android operated devices but unfortunately not Amazon Kindle (yet).

One of the many exciting benefits of Office 365 is that pupils will be able to access worksheets, videos and online lessons with their own teachers through the application known as **Teams**. Teaching staff will be able to give individual feedback in response to your child's efforts. Much of your child's homework will soon be provided through Teams and will be completed online using the child friendly software. You should not have to print any worksheets at home.

Please note that our ICT administrators have put into place secure protocols to ensure your child's online safety whilst using Office 365 and your child will have also received a lesson relating to E-Safety at school.

Using Office 365 may be daunting for some pupils and parents, therefore we will soon be placing on the school's website tutorial videos specifically for parents and pupils. However, your child is not expected to begin using Office 365 at home until they have received specific ICT lessons relating to its use and features. Office 365 takes a little time and practise to use at first, but we have put into place activities and child friendly instruction booklets so that pupils can build up their understanding of its use.

We kindly request:

- that you do **not** share your child's username and password with anyone but immediate family members such as parents/carers.
- please do **not** allow your child to change their username and password. We shall be keeping a record of the usernames and passwords at school just in case your child loses or forgets his/her details.
- Please watch the online tutorials – you will receive a message via our parent app to confirm their appearance on our school website.

The Office 365 applications are arguably the most user-friendly tools for teaching and learning online and an exciting opportunity for Horsford CE VA Primary School to become more computer literate. If you have any queries concerning this matter, then please do not hesitate to contact school.

Yours sincerely,

TJ Kirton N.S. Owen

Mrs Kirton Miss Owen
Heads of School