

# Chevening (St Botolph's) C.E. (VA) Primary School

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*Head Teacher*

Miss Karen Minnis

08.01.25

Dear Parents/Carers,

As part of our Computing teaching and learning, Chevening children have access to **Office365** software. In lessons, particularly in Key Stage 2, they learn the skills and basic functions of some elements of the suite of software: **Word, PowerPoint, Outlook (email) and Excel.**

Each child in Key Stage 2 has and uses their own username and password, so their account and communications are secure and remain private with their teacher and/or class. (Key Stage 1 children ordinarily use class usernames/logins in school.) Teachers will share your child's personal login information with you, if remote learning is needed for a period of time. *Please note that we do not use Whatsapp, social media, or other chat-based apps for in-school learning.*

If there is disruption to school attendance, ie 'issues' where coming to school is not possible, or unsafe for any reason, the **class page** on the [school website](#) is the first place to look for information from your child's teacher, in addition to **emailed** instructions.

If there is a need for **prolonged** closure, then **Microsoft's Teams** becomes more useful and necessary. During the pandemic, Microsoft's Teams became more widely used to support both remote learning and, for adults, remote working. Although we very much hope that there won't be a need for remote learning again, we retain the use of Teams for remote working for school staff and, if needed, for the children to access live/recorded learning, to safely keep connected with classmates and to submit their work to teachers.

Some years have passed since we had the urgency of needing to 'teach' everyone how to use Teams. Many adults will be familiar with the basic features, but if you would like a 'refresher' to support you explaining/showing this to your child, you might find these links useful:

[us-streaming-video-rt-microsoft-com.akamaized.net/280f9687-96d8-4752-a145-727fd6e8d9d2/6f160b30-80c8-4ac7-933f-43617081\\_3400.mp4](https://us-streaming-video-rt-microsoft-com.akamaized.net/280f9687-96d8-4752-a145-727fd6e8d9d2/6f160b30-80c8-4ac7-933f-43617081_3400.mp4)

In Chevening, each child belongs to their class-based Team, managed by their teacher. This does mean that, in the event of needing to use remote learning tools, some families may need to juggle when children can have access, depending on devices available at home, if children are in different classes and, of course, if others also need to use the device. This is one of the main reasons that we also use the class pages on the [school website](#) to support remote learning. When in use, staff will let you know what to expect on the school website and via Teams.

I hope that this quick overview acts as a useful reminder of the support and systems in place, should the need arise. Whilst we hope that there would be no reason for children not to be able to come to school, unexpected events and circumstances may still arise; it's always good to have things at the ready.

With best wishes,

A handwritten signature in black ink, appearing to read 'K Minnis'.

Karen Minnis  
Headteacher

