

**ABBAY ACADEMIES TRUST**  
**Executive Headteacher: Mrs S J Moore**

3<sup>rd</sup> February 2021

Dear Parents/Carers,

We continue to be amazed by the quality of work the children have produced on Seesaw since school closures at the beginning of January. During this time, we have been thrilled to be able to continue to offer our outstanding, creative curriculum to our children learning both at home and in school.

In order to further support our children's mental health and wellbeing at this time, we would like to offer the children the opportunity to see their friends and class teachers 'live' via Microsoft Teams as a celebration of their learning.

These Teams celebrations are optional for the children. We do understand that, given that these will be at a set time, there may be some reasons why children cannot take part. Children who are currently in school, as part of our key worker and vulnerable provision will also have the opportunity to watch the meeting. Each meeting will last no more than 30 minutes.

Our Year 6 children will be the first to have their celebration on **Monday 22<sup>nd</sup> February at 2.00 pm**. All other year groups will have their celebrations as follows:

<b>Wednesday 24<sup>th</sup> February</b>	<b>Thursday 25<sup>th</sup> February</b>
1.00 pm – Year 5	1.00 pm – Year 2
1:30 pm – Year 4	1:30 pm – Year 1
2.00 pm – Year 3	2.00 pm - Reception

You will receive Microsoft Teams login details via Seesaw from your child's class teacher before half-term. Please use this login to access the class celebration.

You can access Teams using the following link:

<https://teams.microsoft.com/>

Alternatively download the free app to your device from the relevant app store – just search for Microsoft Teams. We would recommend that you do this in advance of the session in order to ensure that you are able to access Teams successfully.

In addition to the security controls implemented by Microsoft, to provide an environment safe and enjoyable for pupils and staff, we are asking you and your children to adhere to the following agreement:

- A responsible adult will always be available to support if needed
- Pupils will be responsible for their own behaviour and will be expected to follow their class charter and the school positive behaviour agreement
- Pupils will be dressed appropriately i.e. not in pyjamas
- Pupils will use the 'raise my hand' button to notify the teacher when they wish to speak
- When pupils enter the 'meeting room' they will mute themselves
- Pupils will ensure that they are sitting in a suitable environment

To ensure that this session runs as smoothly as possible we will:

- Ensure pupils will not be able to create their own Teams
- Ensure pupils will not be able to create meetings
- Disable the chat function
- Disable email facilities

Please follow the instructions below to access the celebration meetings:

- Use the login details that will be shared via Seesaw
- Once in Microsoft Teams type the given details to enter the lobby
- The class teacher will begin the session at the allocated time
- Select 'Join now' when prompted to do so
- In line with our agreement, disable the microphone and use the 'raise my hand' facility so that we can all listen to each other carefully and respectfully

Our teachers are extremely excited to be able to facilitate such a fantastic opportunity for our children to come together, albeit virtually.

As always, please let us know if you have any concerns or problems accessing Teams and we will do our best to help and support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S J Moore', written in a cursive style.

Mrs S J Moore  
Executive Headteacher