



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
The Hallam Schools' Partnership Academy Trust

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Dear Parents / Carers

During lockdown our students worked very hard to access work through our website and return work to their teachers. We appreciate how hard they worked but that sometimes it was difficult for our students to access the work or send it back in. We want to help our students make even greater progress and are aware that presently some students may need to self-isolate, they may be away from school for other reasons and need to continue with school work, we may even have another lockdown, in the future, and want to ensure that no child falls behind with their work. We are making changes to the way lessons material is accessed and homework is assigned. We are moving towards using Microsoft Teams so that students access their homework and submit it online and will be able to find class work on Teams also.

This means that if your child is away from school they will be able to keep up with work taking place in class, teachers can easily monitor who has accessed their homework and submitted it, students can ask their teachers for help through 'Teams' and eventually students will be able to go back over their lesson material for revision, not having to rely on their class notes alone.

We are contacting you to make sure your son / daughter has received their school username and password to be able to access our new way of assisted online learning.

Please take a moment to read through this guide and make sure that your son / daughter understands how to access their school account from home and when logging into a computer at school.

There are 5 steps mentioned below that we require you to go through with your son / daughter.

The platform we use is called Microsoft Office365. Every student receives a Microsoft account which will enable them to login and use software packages within the Office365 system.

Here is a list of the common applications the school uses within the Office365 platform:

Microsoft Outlook: Used for emailing and communication with students and teachers

Microsoft Teams: Used for online learning related to individual classes including homework assignments. Can also be used for live virtual classes in case of school closures

Other applications include Word, Excel and PowerPoint all of which can be used online or downloaded to up to 5 computers or devices at home.

[How to login to Microsoft Office 365](#)



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Please could you go through the following steps and check with XXX that they can login to Office365 from home.

STEP 1) Go to <https://office.com> to login to the Office365 portal.

STEP 2) Sign in with the following username and password:

USERNAME: xxxxx

PASSWORD: xxxxx

4) Now your son / daughter has logged into Office365, they can change the password to something unique and memorable (**but this must be something they can remember easily as is needed for both home learning and for ICT sessions in school**)

To change the password for the account simply login the <https://office.com>

- click on your son / daughter name in the top right hand corner
- then click "view account"
- then select CHANGE PASSWORD

The old password is: **xxxx**

New passwords need to be at least 8 characters

- Click submit

5) Lastly, your son / daughter has signed our IT & Mobile Phone Acceptable Usage policy to ensure that correct protocols are adhered to. Please take time to go through this document as it is important that both parent / carer and student understand the rules and regulations we have in place for online learning (**Link to website**)

Finally, if you have any issues getting online please feel free to email the IT Helpdesk at the school on codegreen@holytrinitybarnsley.org.

If you have any questions around how we are developing our online learning please contact Mrs T Dolan (Assistant Headteacher) using the email address tdolan@holytrinitybarnsley.org.

Yours sincerely

MRS T DOLAN
Assistant Headteacher