

Maiden Beech Academy

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Thursday 7th May 2020

Dear parents and children,

Microsoft TEAMS

During this period of closure, we have been really impressed with the way our children have adapted to a new way of learning to ensure that they are still learning as best they can. Although our Pupil Portal has supported a fluent move from school to online learning, we are now able to supplement this online working with the introduction of Microsoft Teams as an additional platform for our school community.

Our aim is to continue to set work for students using the familiar Pupil Portal, but to also use Microsoft Teams where children will be able to communicate with their class teacher, ask questions and get feedback. As both staff and students become more familiar with this new platform, we will start to trial setting assignments via Microsoft Teams and evaluate the success of this method. **Tasks will continue to be set on Pupil Portal until further notice.**

To enable our use of Microsoft Teams as a school, the school email addresses and Office 365 accounts will not be accessible from **Midday Thursday 7th May until 9am Monday 11th May**. If you need to **contact the school during this time, please email: carl.winch@mymba.school**.

The Technical Bit

Downloading Microsoft Teams

On a phone or tablet

1. Go to your app store.
2. Search for Microsoft Teams.
3. Download the app.

On a laptop

1. Open your web browser.
2. Search for 'Microsoft Teams download'.
3. Open the link.
4. Select 'Download Teams' and follow the instructions on your computer to complete the download.

Logging On

On a phone or tablet

1. Open the app.
2. Enter the username and password below.

On a laptop

1. Go to office.com.
2. Enter the username and password below.
3. Click on the Teams symbol.



Student Log-In Details

Student Office 365 Username: Usernames for students remain the same, with @mymba.school at the end.

<YR><surname><first three characters from firstname> @mymba.school

Where YR=Intake year i.e. 19=Year No

19Bloggssjoe@mymba.school

The password uses the student's date of birth: Mba.ddmmyy!

For example, if Joe Blogg's birthday was the 2nd May 2006:

Password - Mba.020506!

The letter M needs to be a capital, the date of birth needs to be in 6-digit format and there needs to be an exclamation mark on the end.

This password change also applies to the Pupil Portal.

If there are any technical problems when the system is operational on Monday 11th May, please email bct.helpdesk@educ.somerset.gov.uk with as much information as possible and a phone number that you can be contacted on.

As before, if you do not have the technology at home to work in this way, we will continue to provide paper copies to be collected from outside the school reception on Friday afternoons.

It is not our intention or desire to cause stress or anxiety for parents or children. We do not aim to set excessive quantities of work or work which is incredibly difficult to complete independently. However, we are learning too and your feedback will be invaluable. Children, please do ask questions to your teachers through Microsoft Teams. Parents and carers, please contact us at the school if you have questions or concerns.

In addition to this letter, we also ask that you read the BTCT Remote Learning Policy and read and sign the Remote Learning Expectations document. Both of these documents set out clearly how we aim to deliver learning remotely as well as the expectations of staff and students whilst using remote learning platforms. It is important that our students realise that we are providing them with a professional learning tool and that they need to behave professionally within this online environment.

Best wishes,



Claire Petts

Assistant Headteacher