



**Brentwood Ursuline**

**Convent High School**

27<sup>th</sup> September 2021

Dear Y7 & Y12 Parent/Guardian(s),

As a school community, we are using Office 365 and Microsoft Teams as our Homework and Extended Learning Platform as well as our main pathway for communication between students and their teachers.

To support students in their use of Microsoft Teams, students have been shown how to use Office 365 and Teams during a tutor session. To watch demonstration videos, please follow the instructions below:

- Ask your child to log into their Office 365 account on a laptop; alternatively, log into the Teams app on a phone or tablet
- When in the Teams application of Office 365, search for their tutor group Teams page (e.g. 7B Tutor Group / 12.4 Tutor Group)
- Select the 'Files' tab
- Look for the demonstration videos
  - Student Teams Instructions – Laptop Computer
  - Student Teams Instructions – Phone Tablet

Please spend some time with your son/daughter over the next few days to watch these videos, so you are also familiar with how to use Teams. Here you will be able to monitor the work set for your child, as well as any outstanding assignments. Students are able to contact their teacher via the 'Chat' function. If a student contacts a teacher after 5.00pm, they should not expect a reply until 8.00am the following school day.

Kind regards,

Mrs Baird

Queen's Road . Brentwood . Essex . CM14 4EX  
Telephone: 01277 227156 . Facsimile. 01277 229454  
E-mail: [admin@buchs.co.uk](mailto:admin@buchs.co.uk)  
Headteacher: Dr R. J. Wilkin