

Dear Parents/Carers,

Chiltern Way Academy is proud of the work it has done to support you and your children throughout the Covid-19 pandemic. We are writing to let you know about some changes and improvements to our remote learning offering in order to continue to offer the best possible education and support in these unprecedented times.

You may be aware that if cases of Covid-19 rise to dangerous levels, or there is a localised outbreak, the local health authorities will ask us to send groups of students home from school for up to 14 days. Further information about this will be supplied if it becomes necessary. Please be assured we are working hard to minimise this.

However, in the event of this happening we will move to an online learning package to ensure continuity of education for your child. This will be provided by Microsoft Teams, and your child will have been trained by their teachers in how to access this over the coming weeks.

In the event of moving to online learning, students will be able to log in to live video teaching with their teacher, following the normal school timetable times. A copy of your child's timetable with the timings will be sent out by their form tutor.

Your child will need access to a device that connects to the internet. If they have a mobile phone or games console, then you can download the Microsoft teams app. If they have access to a computer then the app can be downloaded or accessed through the internet browser.

**Log in using an app:**

**Username:** first initial and surname @chilternway.org

An example for Harry Smith would be [hsmith@chilternway.org](mailto:hsmith@chilternway.org)

**Password:** the child's usual password to access a school computer. If they have not changed it then the default password is Password100.

**To log in from an internet browser:**

- Open a new page
- Go to [www.office.com](http://www.office.com)
- Click sign in
- Username and password as described above for using an app
- Click on the Teams icon on the left-hand side.



An instructional video for using the Teams platform can be found here:

<https://youtu.be/rkRLlyrBfqw>

Please be assured that all teachers have been trained and asked to monitor usage carefully. All live teaching will be recorded using the recording button in the meeting and stored on the teacher's account. Students will always be expected to interact with staff and other students in an appropriate manner. We ask for your help and support with this where it is possible.

Please do get in touch if you require further support or have any questions.

Kind Regards

Sarah Andrews

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