



Growing Lifelong Learners



OFFICE 365 HOME-SCHOOL AGREEMENT

How to access Office 365

- 1) Open a search engine and search for 'Office 365' or you can go www.office.com
- 2) Click sign in
- 3) If you already have Office 365 accounts stored, click use another account. Your child's email will be made up of the year they started at Bosmere and the first initial of their surname followed by their first name. This is all then followed by @bosmere.hants.sch.uk

For example:

Harry Potter in Year 3 would be 21pharry@bosmere.hants.sch.uk

Ron Weasley in Year 4 would be 20wron@bosmere.hants.sch.uk

Hermione Granger in Year 5 would be 19ghermione@bosmere.hants.sch.uk

Fred Weasley in Year 6 would be 18wfred@bosmere.hants.sch.uk

- 4) Once you have entered the email address you will be prompted to enter the password. All pupils know their passwords, if your child is unsure please ask them to check with their teacher

Parent / Carer

I/We will:

Provide access to Office 365 via an internet capable device e.g. computer, laptop, tablet, phone,

Help my child and the staff in ensuring the platform is used safely by monitoring how my child uses the email system MS Outlook

Let the school know of any e-Safety issues that arrive through the use of Office 365.

Support my child with accessing Home Learning and corresponding with their class teacher regularly if they need to self-isolate or in the event of a lockdown that means they must learn remotely

Understand that teachers may not be able to respond immediately to queries or work submitted via Office 365. They will typically be available between 9.00am and 3.30pm on weekdays in the event of a lockdown but still may still have teaching responsibilities for children of key workers and vulnerable families

Encourage my child to use the Chat function in a sensible way.

Request printed resources if I am unable to provide online access for my child.

Child

I will:

Use Office 365 and Internet in a responsible way and obey these rules at all times

Use the email system MS Outlook in a sensible way for messaging my teacher about my homework or remote learning

Complete homework or remote learning and submit it to the teacher by the agreed due date

Use the chat function on Office 365 or email to ask my teacher for help with my home learning if I am having difficulties

Communicate with my teacher in the same respectful way that I would in school

Understand that my teacher may not be able to respond to questions immediately

Engage with my teacher regularly in the event of a lock down.

School

The school will:

Provide all children with free access to Office 365 and its suite of software including MS Outlook, Word, PowerPoint and Excel

Train children in how to access office 365

Create virtual classrooms for children where they can access remote learning in the event of a lockdown

Set an English, Maths and Foundation subject lesson for remote learning each weekday in the event of a lockdown

Correspond with pupils and parents about their learning via MS Outlook in the event of a lockdown

Provide ongoing communication with pupils via Teams, emails and phone calls in the event of a lockdown

Respond to the work pupils submit in a timely manner providing either class, group or individual feedback

Endeavour to support parents/carers with any technical difficulties you may be having in relation to remote learning

Respond to concerns in a timely manner.