



DUNSHAM LANE  
AYLESBURY  
BUCKINGHAMSHIRE  
HP20 2DB

*Aspire. Create. Think.*

Friday, 31 January 2025

Dear Parents/Carers,

### **Use of Microsoft Teams in School**

We are pleased to share with you that as part of our ongoing commitment to enhancing the curriculum, all schools within the Great Learners Trust are increasingly using Microsoft Teams as a secure digital platform to support learning. Microsoft Teams is used across our Trust to collate evidence of learning, celebrate achievements, and enhance communication between teachers and pupils.

Teachers will be using Microsoft Teams as another teaching tool, enabling them to upload class assignments for children to access digitally and complete. Teachers also have the ability to give feedback on the assignments, so that children are aware of their next steps in learning.

As our schools continue to utilise Microsoft Teams, we will increasingly incorporate more photographs and videos within class digital portfolios to capture and celebrate pupils' learning journeys. To ensure the responsible use of this platform, we would like to provide parents/carers with some key guidance to supplement what has already been shared with pupils in school:

- If your child logs into Teams at home, pictures and videos should not be downloaded or used for any other purposes
- Username and password details should be kept secure and must not be shared with others
- Pupils should not post or reply on the class post page unless directed by their teacher
- Any communication within Microsoft Teams should be respectful and related to schoolwork
- Parents/carers should supervise their child's use of Teams at home to ensure it is being used appropriately

We appreciate your support in ensuring that Microsoft Teams remains a safe and positive learning space for all our pupils. Please be assured that the use of Microsoft Teams for pupil education and pastoral care is conducted in accordance with UK GDPR guidelines, providing a lawful basis for data processing.

If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your cooperation and ongoing support.

Yours sincerely,

Mrs R Lee  
Elmhurst School

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Great Learners Trust