



DIOCESE OF NORTHAMPTON
ST PETER'S CATHOLIC PRIMARY SCHOOL
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Teams

Dear Parents,

We use Microsoft Teams as our platform for accessing learning outside of school. We found it to be very successful during Lockdown allowing pupils to be set work and have virtual class meetings on a regular basis.

In order to access your child's Teams account they have been set up with an individual email address. When your child logs in to their email account for the first time an invitation to their 'Team' will be waiting.

Please find enclosed a helpful guide, which explain the process in more detail.

Your child's email address will be their first initial and surname with no spaces or punctuation, followed by @stpetersrc.bucks.sch.uk

If you have an two children in the school with the same first initial the digit 1 will be placed before the @ e.g. jbloggs1@stpetersrc.bucks.sch.uk

The password will have been emailed to you directly so please check your 'spam' folders.

This needs to be changed at the first log in and you must keep a written record of it in case your child forgets it. We unable to retrieve a forgotten password and must manually reset it which can be time consuming

If you have any problems accessing Teams, please let us know and we will do our best to get your child up and running as soon as possible.

Yours sincerely

Mrs Kathryn Thomas
Deputy Headteacher