



**Pittville School**  
Cheltenham

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**Headteacher** Richard Gilpin

8<sup>th</sup> September 2021

Dear Parent/Carer

## **ACCESSING ONLINE LEARNING FROM HOME**

During your child's first week in school they will have an IT lesson showing them how to log on to the school network and how to access their Office 365 account. To log on to the school network they are given a username which is made up of the year they joined Pittville School, the first three letters of their surname and the first two letters of their first name. For example, Sarah Brown would have the username:

***21brosa***

They also set up a password which they need to remember!

Students can log on to their Office 365 account from any device that has access to the internet. Once they have logged in they have access to:

- Their school email account through **Outlook**
- Their files through **OneDrive**
- Microsoft **TEAMS**

Students also have access to online versions of Word, Excel and PowerPoint or they can download the whole Office 365 package to a PC, laptop, tablet or smart phone. Each student can download this package onto up to 5 different devices. This gives them access to the full desktop versions of Word, Excel and PowerPoint on a PC or laptop.

To access Office 365, students go to [www.office.com](http://www.office.com). Their username is their school email address. Their school email address is their school [username@pittville.gloucs.sch.uk](mailto:username@pittville.gloucs.sch.uk). So Sarah Brown's email address is:

***21brosa@pittville.gloucs.sch.uk***

The password to access Office 365 is the same as the password students use to access the school network. This is a short video clip that shows how to log on to Office 365:

[https://www.youtube.com/watch?app=desktop&v=c5b8sPWyfiM&list=PLC9VRTYFIaFJ5PCd2\\_cEHgFH2cZ4FUrMp&index=3](https://www.youtube.com/watch?app=desktop&v=c5b8sPWyfiM&list=PLC9VRTYFIaFJ5PCd2_cEHgFH2cZ4FUrMp&index=3)

Homework for all students is set online, although students can also write down their homework in their planners if they wish. Homeworks are set on TEAMS and each time a homework is set the student will receive an email with a link to the task. Students can also access homeworks through TEAMS.

It would be really useful if you could help your child log on to their Office account over the next week. If there are any difficulties, first ask them to check they have typed in the



username correctly as it is quite long and many mistype when they first start. If you are having any difficulties, please alert your child's tutor.

Please tell your child not to worry if they have any difficulties accessing work online, especially at the start of the year. They should let their teachers know and staff will be understanding at the start of Year 7 as students get used to our systems.

I'd like to take the opportunity to welcome you all to Year 7 at Pittville School and thank you in advance for supporting your child's learning at home.

Kind regards,

Miss K Foster  
Assistant Headteacher

