



**Executive Head Teacher:** Andrew Smith B.Ed (Hons), M.Sc, NPQH  
**Head of School:** Rhiannon Morgan BA (Hons) Primary Studies

## **Nettleton Community Primary School**

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**To try our best at everything we do**

Monday 08/02/21

Dear Parent

Thank you for giving consent for your child to take part in our live TEAMS keeping in touch call, the first of which will be on Wednesday 10<sup>th</sup> February between 3.45-4.05 p.m. The best way to access the call is via the TEAMS app so if you are using a personal device please download this. If you are using a school ipad this should already be on your home screen. If you are using a school amazon device this may not work so you may be better to use a home device like a mobile phone for this short call.

We strongly advise trying to get onto TEAMS well before the call so you can solve any issues/download the app if necessary without missing the call.

### **To get onto the call please follow these steps.**

#### **Step 1:**

Load [Microsoft TEAMS](#) or [download the app](#). (Preferred)

#### **Step 2:**

Log into your child's account. Their username is [name.name@nettleton.lincs.sch.uk](mailto:name.name@nettleton.lincs.sch.uk) or and their password is their year of birth and their two initials (lowercase)

For example: *Username:* [Peter.Jones@nettleton.lincs.sch.uk](mailto:Peter.Jones@nettleton.lincs.sch.uk) *Password:* 2014pj

#### **Step 3:**

You should see two TEAMS in the window. One with be the class name and one will say **Live KIT Call TEAM**. Click on the TEAM that references **LIVE KIT Calls TEAM**. The word general will appear beneath. Click on General.

#### **Step 4:**

You should see a meeting dated 10<sup>th</sup> February 2021 and when the teacher is ready there will be a join button. Click on join. Wait and the teacher will let you into the call. If you don't see a join button and it is past 3.45 p.m. go back to the TEAM and click back on general to refresh the page.

Alternatively, you can go to the calendar and find the meeting in the calendar and click on join. If the calendar asks you to put in your first event, click on the + sign and it should take you into the calendar.

Any problems please get in touch. Inevitably there will be some teething issues so please bear with us.

Remember to ensure you can log onto TEAMS in advance of the call.

[For safety advice regarding live calls please follow the link to this policy.](#)

Any problems please get in touch.

Kind regards

Andrew Smith  
Executive Headteacher

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**Our Key Values:** Commitment to Achieve, Caring, Respect, Co-operation, Happiness, Independence



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