



Dear Parent/Carer,

ICT update 2021-22

As we head into a new academic year, I wanted to highlight some changes to ICT operations at Aylesford School in relation to staff, student and parental experience.

Microsoft Teams, Office 365 and Seneca

Last term we successfully launched Microsoft Teams and Office 365 with staff and students of Aylesford School.

This year, all home learning will be set on Microsoft Teams, with some home learning for Key Stage 4 students being set on Seneca and other online learning platforms. If a student in year 10 or 11 has recently joined the school, they will need to speak to Mr. Matthews (dan.matthews@aylesford.kent.sch.uk) to help set up their account – at some point in the future account creation for Seneca will be an automatic process.

Students can expect to receive approximately 30 minutes of home learning per week, for each subject studied.

In the event of students and staff having to self-isolate, we will be delivering remote lessons via Microsoft Teams this year. This is the most secure method of delivering lessons remotely and requires students to login securely with their office 365 details (more information below).

Staff and students will continue to receive training on how to best use these platforms, to ensure our students have best possible experience and education through ICT.

Year 7 students will receive their unique login information in the next week or so, as well as training and support on how to use these platforms.

SIMS engagement

SIMS engagement is a student / parent communication tool that was previously used as the primary method of setting homework and links to remote learning sessions.

Moving forwards, SIMS Engagement will be used as the primary tool for parents to:

- monitor attendance and behaviour
- view their child's timetable
- amend personal details
- Receive messages from teachers / support staff

The following link demonstrates how the SIMS parent app works: <https://www.ess-sims.co.uk/resources/videos/parent-app-demo>



There will no longer be an expectation for students to also sign up to the SIMS engagement student application. Students will be using Microsoft Teams and Office 365 as the primary tool for home/remote learning and communication with their teachers. Students can request to sign up for the application via Mr. Matthews (Assistant Headteacher / ICT Teaching and Learning) or via Mr. Ellis (ICT Manager).

Parents who have not yet signed up to SIMS Engagement parent app, including Year 7 parents and carers, will soon receive an invite via email and letter to do so.

We strongly encourage all parents/carers to sign up to this service due to its importance in helping to monitor attendance, behaviour and engagement. At some point in the future, we will also be looking to distribute school reports via this platform.

What is Office 365?

Microsoft Office 365 is an Internet based communication and collaboration tool hosted by Microsoft. Office 365 enables staff and students to email, store files, collaborate on documents, spreadsheets, and presentations in real time anywhere with Internet access; Office 365 is a fully secure method for students and staff to communicate and collaborate. Office 365 applications are accessible from any device with a web browser and connection to the Internet.

How do I access the Office 365 online portal?

To access the portal where you can find all of the online suite of Office Applications (Word, PowerPoint, Teams, Excel, OneNote, OneDrive, Outlook etc.) you will need to type the following URL into a web browser <https://office.com/>.

Once on this page, you will need to login using your normal school email address (ending in @aylesford.kent.sch.uk) and the password which is in your letter.

Example:

Username: name.surname@aylesford.kent.sch.uk

Password: Your unique password

What is my school email address?

To log into Office 365, you will need your school email address. Typically, the format of your school email address is your first name followed by a full stop and then your surname. For example, Joe Bloggs would have the email address: joe.bloggs@aylesford.kent.sch.uk

If you still need to find out your school email address, please ask your mentor, or find a time to visit the IT Manager, Mr. Ellis.

Where do I find my Office 365 password?

Your password has been distributed in a letter and directly to students last term (unless Year7).

Miss T Kelvie, NPQH
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Teapot Lane, Aylesford, Kent,
ME20 7JU
Tel: 01622 717341
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OPEN-MINDEDNESS **MOTIVATION**
RESILIENCE CONFIDENCE **INTEGRITY**
COMPASSION **CURIOSITY**

If you need to reset your password, or have forgotten, please email: steve.ellis@aylesford.kent.sch.uk

In the email header please put: Office 365 password reset

How do I install the Office 365 apps on my tablet/mobile phone?

To install the office apps on a tablet or mobile phone, please visit the app store on your device and download the apps for free. When you open the apps you will be invited to log into the app; please use your school email and password given to you.

Device

Link to guide

Apple iPhone/iPad

<https://support.office.com/en-gb/article/Install-and-set-up-Office-on-an-iPhone-or-iPad-9df6d10c-7281-4671-8666-6ca8e339b628?ui=en-US&rs=en-GB&ad=GB>

Android Devices

<https://support.office.com/en-us/article/Set-up-Office-apps-and-email-on-Android-6ef2ebf2-fc2d-474a-be4a-5a801365c87f?ui=en-US&rs=en-US&ad=US>

Windows Phone

<https://support.office.com/en-us/article/Set-up-Office-apps-and-email-on-Windows-Phone-9bcc8b8-a321-4d0d-a45e-6e06a3438e43?ui=en-US&rs=en-US&ad=US>

Other mobile devices

<https://support.office.com/en-us/article/Set-up-email-on-a-BlackBerry-8231fa3b-e551-4f45-b522-778406662f55?ui=en-US&rs=en-US&ad=US>

Sincerely,

Daniel Matthews

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