

# Reigate School

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5<sup>th</sup> June 2020

Dear Parents and Carers

I hope that you have all had a good week back following the half term break. I have been really impressed by how the children have got straight back into their online learning.

During this half of the term some classes will be having live lessons on Microsoft Teams and teachers are using opportunities where possible to conduct lessons or tutor times on video platforms such as Loom to enhance the learning experience for the children. Your child's teacher or tutor will contact them in advance of any live lesson or tutor time, with details of how to join.

With this in mind, I wanted to resend the details for how your child can logon to Office365. The staff would really appreciate your support in helping your child log on to access these live lessons, their email account, Microsoft office & one drive where they can store files etc.

To login use the following <https://www.office.com/>

The children should use their Reigate school logon with @reigate-school.surrey.sch.uk and password. For example, John Smith's login would be [smithj@reigate-school.surrey.sch.uk](mailto:smithj@reigate-school.surrey.sch.uk) and they should all have their own Reigate school password. If the Teams app requests a username and password just re-enter the Office365 username and password.

If your child has any problems or has forgotten their username and password, please email [helpdesk@reigate-school.surrey.sch.uk](mailto:helpdesk@reigate-school.surrey.sch.uk). If needed, the username and a new generated password will be sent to you via e-mail.

I hope you all have a good weekend.

Take Care



Mr Alexander  
Head of School