



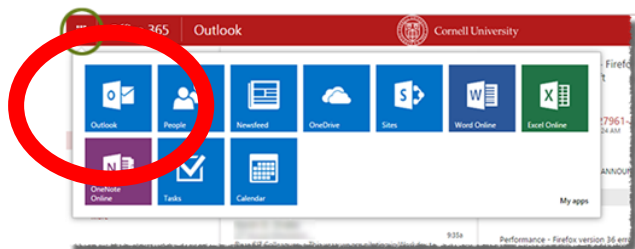
Dear Parents,

This email is to explain how we plan to setup all children with their own Kingfield First School email so they can access our online lessons and live learning in the event of a lockdown or a bubble closure.

The details for your child's email, including their email and password are on a sticker in their home school links book.

To activate this email, you need to go to <https://www.office.com> and login using the email address and password stated on the sticker. Please take care to type it in to the box correctly.

Once you are into outlook please click in to the outlook email account



and send a test email to your class email address which will be:

Little Ladybirds - [homeworkll@kingsfield.staffs.sch.uk](mailto:homeworkll@kingsfield.staffs.sch.uk)

Busy Bees - [homeworkbbe@kingsfield.staffs.sch.uk](mailto:homeworkbbe@kingsfield.staffs.sch.uk)

Clever Caterpillars - [homeworkcc@kingsfield.staffs.sch.uk](mailto:homeworkcc@kingsfield.staffs.sch.uk)

Terrific Tigers - [homeworktt@kingsfield.staffs.sch.uk](mailto:homeworktt@kingsfield.staffs.sch.uk)

Charming Cheetahs - [homeworkcch@kingsfield.staffs.sch.uk](mailto:homeworkcch@kingsfield.staffs.sch.uk)

Perfect Panthers - [homeworkpp@kingsfield.staffs.sch.uk](mailto:homeworkpp@kingsfield.staffs.sch.uk)

Learning Lions - [homeworklli@kingsfield.staffs.sch.uk](mailto:homeworklli@kingsfield.staffs.sch.uk)

Super Squirrels - [homeworkss@kingsfield.staffs.sch.uk](mailto:homeworkss@kingsfield.staffs.sch.uk)

Wise Owls - [homeworkwo@kingsfield.staffs.sch.uk](mailto:homeworkwo@kingsfield.staffs.sch.uk)

Fantastic Foxes - [homeworkff@kingsfield.staffs.sch.uk](mailto:homeworkff@kingsfield.staffs.sch.uk)

Please can you email us from your child's email address by Sunday 11<sup>th</sup> October at the latest please just confirming you are up and running.

We will then share guidance with you regarding the app we will use to deliver lessons to your child.

If you need any help with your login / setup please email our [admin@kingsfield.staffs.sch.uk](mailto:admin@kingsfield.staffs.sch.uk) address.

Yours sincerely

Mrs Butler