



Blackfen School for Girls

Raising aspirations - releasing potential

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Dear Parents and Carers,

I am writing to you to let you know how you and your child can access their Office365 login outside of School, including Microsoft Teams.

Students can login as normal using their network login followed by @blackfen.org and by using the same password as they use in School. They can then access their school provided Microsoft Office365 apps that include their Outlook email and their Calendar which includes their timetable synchronised from Blackfen's Management Information System ESS SIMS. The login also includes access to OneDrive, your child can save their coursework files in and out of School, SharePoint and Teams as well as a number of other Microsoft tools. Students can also download for free the latest Microsoft Office software which includes Word, Excel and PowerPoint on up to five devices, if they have not done so already. Devices include Windows PC, Surface and Laptops as well as Apple Macs, iPads and iPhones as well as Samsung and other Android devices via the Apple App Store or Google Play store.

Students can access their School Office365 login here:

<https://www.office.com/>

Or click on the SharePoint icon which can be found at the top right of the School website:

<https://blackfenschoolforgirls.sharepoint.com/SitePages/Home.aspx>

Many teachers at Blackfen use Microsoft Teams to upload resources for your child to use in and out of School. This may include resources to support students completing their homework, to prepare for an upcoming assessment and to support a subject scheme of learning. Each class has its own Teams 'Room' which allows your child's teachers to 'Post' updates for future lessons or tips to complete their latest homework. Students can also 'Post' to their teacher, asking questions about an upcoming assessment or to get help with their latest homework.



It is not possible to give parents and carers access to their child's Office365 login as these are provided free by Microsoft Education. However, we do encourage you to login with your child to have a look around the applications that are available and you can ask your child to share their calendar with your email address so you can see their timetable to support them prepare for the day or week ahead.

I would like to close this letter by thanking you for all your ongoing support for what we do at Blackfen School. I know that some of you will have further questions and queries, so please send these in to admin@blackfen.bexley.sch.uk and someone will respond to you.

With my best wishes,



Andy McGee
Assistant Head Teacher (Curriculum)