

2<sup>nd</sup> November 2023

### **New half term**

Dear Parents/Carers,

Welcome to the new half term. It has been amazing watching Year 7s settle into their journey through Secondary school at Abbey College.

I first would like to apologise for issues we have had with ensuring students were all logged into Office 365/Teams/Edulink. In the future, all students will have a printout of their login information and passwords to stick in their password books and this should enable the process to be much smoother.

### **How to log in to Teams/Edulink/School computers:**

We have changed students account details over half term which should make it easier for students to access their accounts as it is one username for everything.

- Username and email: username@abbey.college For example 23AThompson@abbey.college
- Password – remains the same as before half term
- This will be the same for Edulink, Microsoft Accounts and Teams.

If there are any issues with logging in, your child should see the IT team, located in the office next to Miss Lane in the Cromwell building.

### **Homework:**

Students will be expected to complete all homework this half term and it is therefore now their responsibility to ensure they can log into Teams and Edulink to access it. Sanctions will be set for any missed homework. If your child requires help to use any software, they are welcome to speak to individual teachers before deadlines or seek help during break and lunch times within my classroom in ME01, bringing their login information with them.

Thankyou for your support in ensuring all Year 7s continue their great start and please do contact myself or Miss Lane if you have any questions or queries.

Yours faithfully,



**Mr A. Thompson**

Associate Assistant Headteacher  
Year 7