

# St Martin's C of E Primary School

Lower Church Lane, Tipton  
West Midlands, DY4 7PG

Acting Headteacher: Mrs K Lees

Tel: 0121 557 1543

Website: [www.st-martins.sandwell.sch.uk](http://www.st-martins.sandwell.sch.uk)

Email: [office@st-martins.sandwell.sch.uk](mailto:office@st-martins.sandwell.sch.uk)



Caring, Learning  
and Smiling Together

Friday 17<sup>th</sup> December 2021

## Important Information

Dear Parents and Carers

I hope you are all well and ready for your Christmas break.

As you will be aware, COVID cases are rising again due to the new Omicron variant and could continue to do so over the Christmas period.

Due to the current situation we are preparing for the potential that we may need to move back to remote learning in January. Schools have not been given any information at this point in time and **we will be opening as normal in January unless Government news over the Christmas break tells us otherwise.**

If we should have to move back to remote learning we will again be using TEAMS as our online learning platform.

Later today, you will be sent a text message with your child's own email address and password that will enable you to log in to Microsoft Office.com. You will need this to be able to log into Microsoft Teams in order to access home learning.

We will also send you information links about how to access Office.com and Microsoft Teams, and also how to use the Microsoft Team app. Many of you will already be familiar with TEAMS as this was how your child accessed home learning in the previous lockdown.

Should we return to online learning, class email addresses and the office email address will be made available to you.

We are really hoping that this is not needed but want to be as organised as possible in case we should need to move to online learning. We will contact you again at the end of the Christmas break if we do have any further news from the Government.

Please do not hesitate to contact the school if you have any queries and / or concerns.  
Thank you for your continued support.

Kind regards

*Mrs K Lees*

Mrs K Lees  
Acting Head Teacher

Link: How to Access Microsoft Teams - <http://www.st-martins.sandwell.sch.uk/wp-content/uploads/2015/06/Microsoft-Teams-How-to-Log-on.pdf>

