

12/10/2020

Dear Parents/Carers,

In the unfortunate event of a class bubble closure or local lockdown resulting in school closure, we will be providing online lessons for pupils via a Microsoft Teams class platform. In addition to the communication via class email addresses, this will provide the opportunity for pupils to have regular contact with their class teacher. Each class will have received a demonstration of how to log in and use Teams.

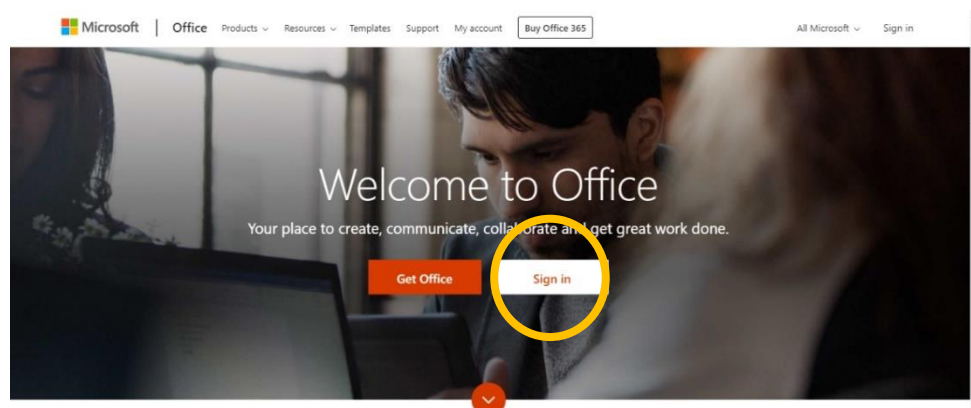
The following information will support parents, carers and pupils in accessing Microsoft teams. Microsoft teams can be accessed on a range of devices: mobile phone, tablet or laptop/PC. If using on a mobile phone or tablet, the Microsoft Teams app is easily downloadable.

If you have downloaded the app, your child will be able to log in using their individual school email address that they have been recently given. For Key Stage 1 and Early Years pupils, your child's email address and password will be emailed to the email address you have supplied to school.

If you are accessing via web browser and not the smart app please see details below:

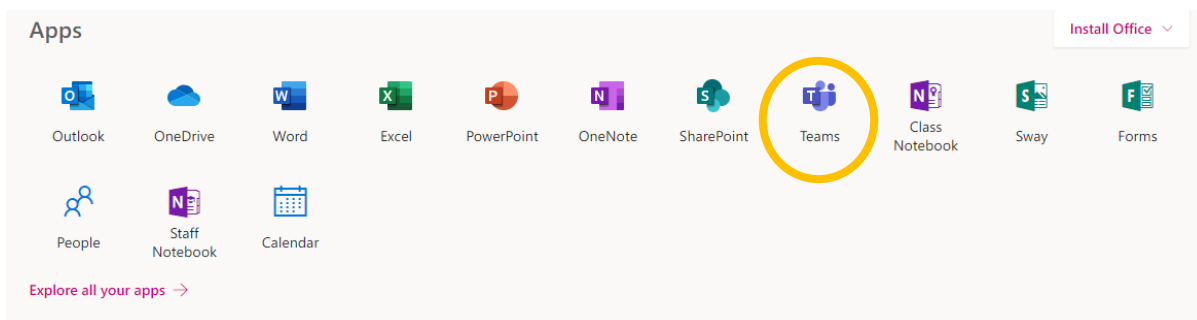
Teams for Pupils – How to sign in.

On **any web browser**
(Internet Explorer,
Google Chrome,
Safari) go to:
www.office.com

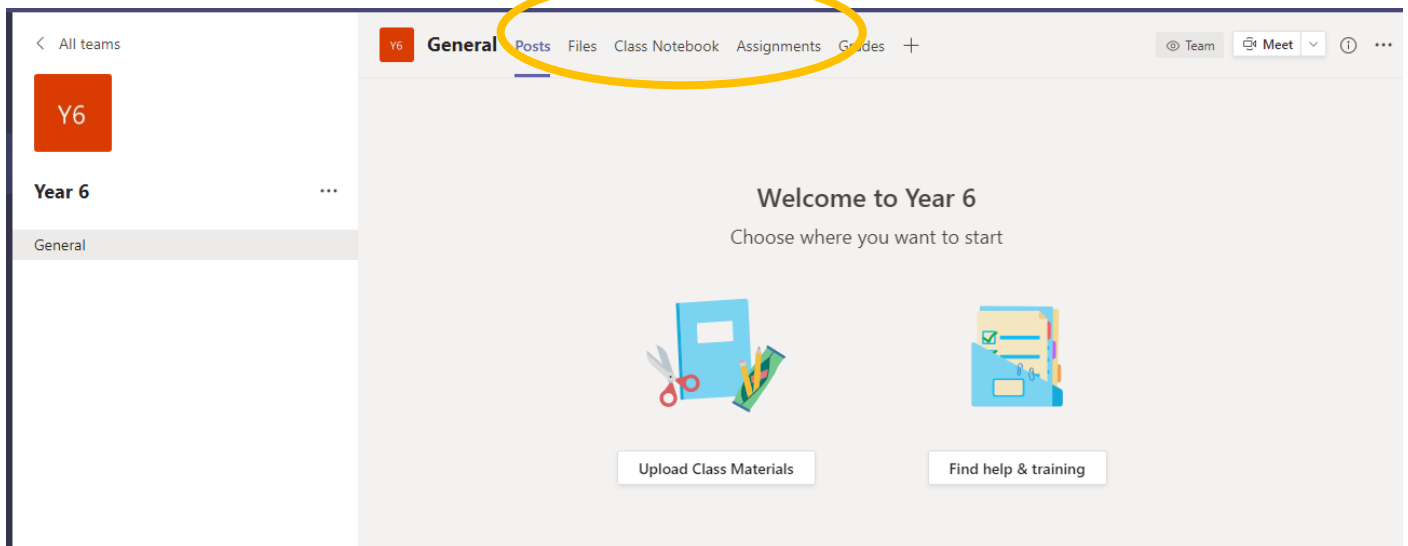


- Click 'sign in' (circled in yellow) and enter your full school email address and password which has been given to you by your teacher.

- When you first log in with your details, you will be asked to create a new password. You will need to put in your current password provided by the class teacher and then put in your own password that you would like to set.
- Click on the Teams icon



Class Teams – what you will see...



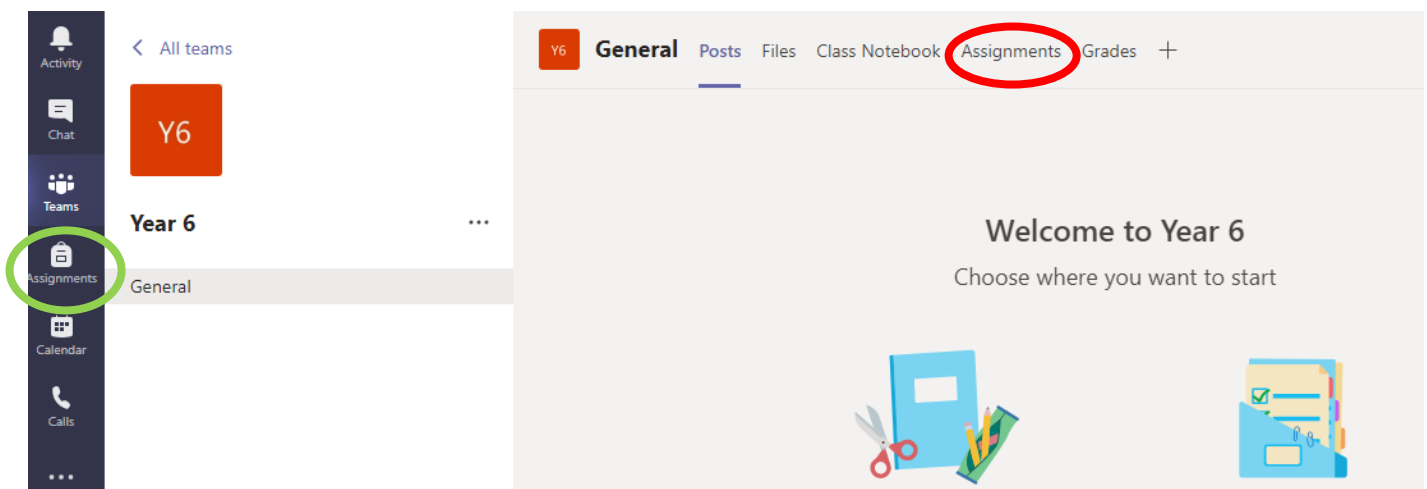
At the top (circled in yellow) you will find the following tabs:

Posts: You will find all the new announcements from your teacher and reminders that work has been set.

Files: Here you will find all of the resources that your teacher has uploaded that will support you to complete the assignments set. This is where your teacher may put helpful resources, such as; videos, worksheets, quizzes etc.

Assignments: Here you will find the **work** that has been set for you by your teacher. You will need to follow the instructions for how to do your work and then how to 'upload' your completed work so that your teacher can see what you have done and give you feedback.

You can access assignments in two different ways. You can either click the assignments button in the left-hand menu to see all the different assignments set by your teacher (circled in green) or you can click into your class and click on the assignments button circled in red (see the picture below). You will then see the assignments listed. Click on the assignment to access the task.



Adding work to the assignment:

To add your work, click on the 'add work'. You can add a document that you have already been working on or create a new one. Your teacher will have given you some instructions on how to submit your work.

Firstly, make sure that you have uploaded your work. Click the 'Hand In' button. Your teacher can now look at your work and give you feedback if required.

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Mr D Asbury
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Mrs A Cheema OBE



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Company Number - 08566185

Accessing a live lesson

Your teacher will send you a calendar invite that you will find in your Teams calendar. At the time of the lesson just click on the lesson invite and select join meeting. You will be placed into a waiting room then your teacher will allow you in when the lesson begins.

Early Years and Year One

For pupils in these year groups, learning activities will be set by the class teacher via a pre-recorded video for parents and children to watch, this will include daily phonics lessons. Any resources that will aid parents in completing the learning activities will be uploaded into the files section as described above. Although the teacher will not be facilitating live lessons they will be available during school time for parents to contact via the school email address should they need support. The teacher will then call the parent via teams account or phone.

We appreciate that there is a significant amount of information detailed above for parents and pupils to understand. We hope that we will not need to facilitate remote learning, but in the event of a bubble closure or whole school closure due to lockdown, schools have to make remote learning available to all pupils to ensure that your child's learning is not hindered. In the event of a closure, staff will strive to provide as much support as possible to both parents and children in accessing this.

Thank you for your continued support.

Yours faithfully,

A handwritten signature in dark ink, appearing to be 'Miss Pritchett', written in a cursive style.

Miss Pritchett