

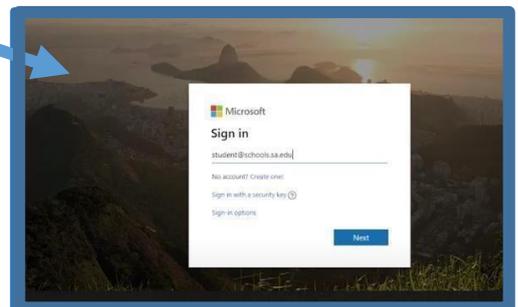


***“Together We Achieve”***

**A parent guide to Microsoft Teams-  
An online learning and conferencing platform**

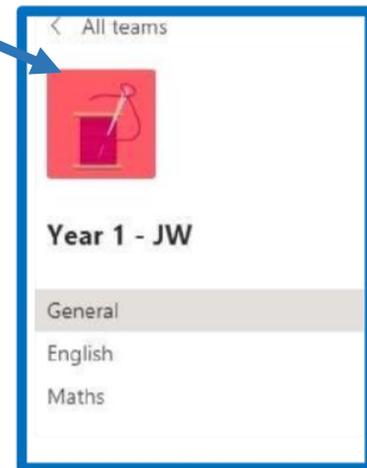
**How do I access Teams at home?**

- The Teams platform can be accessed via the browser-  
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>
- Alternatively, you may choose to download the app for a tablet or device and search ‘Microsoft Teams’
- Log in using the Username and Password provided by the school. If you have any difficulties with your Log in, please contact the school.



## How do I access learning activities and upload work set by a class teacher?

- Once your child has logged in, they will be able to view a class folder.
- This has been created by your child's class teacher. Students can click and open the English, maths and General Folders to find any uploaded activities from their class teacher. We have disabled the Chat feature, so pupils will only see comments from their class teacher.

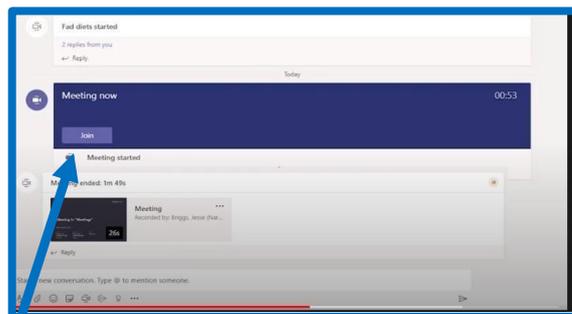


Along the top you will see a bar with the tabs called 'Posts', 'Files', 'Assignments' -This is how you navigate the platform.

- The previous images show the 'Posts' tab. This is a facility for teachers to send pupils general messages-this might be links to activities online or just a message to say hello.
- The 'File' tab is where teachers will be uploading daily class lesson activities and worksheets.
- Activities completed by the children can then be posted back to the class teacher in the 'Post' section or uploaded for the teachers to see and respond to.
- The 'Assignments' tab allows teachers to set assignments which need to be completed by a set date.
- To *upload work*, go to the 'Files' tab and press 'upload' to place work in the correct folder.

## Video Meetings

Teams has the ability to use video conferencing so the pupils and Teacher can meet face to face in a safe environment online. The school will be setting a daily 'meet and greet' session to allow teachers the chance to say hello to their class and talk about the school day. We hope the children can attend these sessions to see their class mates. If only one bubble is self-isolating, then this will be at 9.30am. In the case of a whole school bubble we will create a timetable so that children sharing a device at home can still access the session. Sessions will last no longer than 30 Minutes.



## How do I join a meeting?

- To access a meeting that has been set up by the teacher, your child must click on the 'meetings' tab.
- At the arranged time, you will see a button to click to 'join'.
- Alternatively, you can click on the left hand bar in 'calendar' and you will see the event to click and join on the correct day.

## Before the meeting

- Please wear appropriate clothing (not pyjamas!)
- Ensure a responsible adult is available to support you
- Ensure your microphone is clicked off at the start of the meeting- as this causes lots of interference
- Avoid using your bedroom for this meeting unless an adult is present with you
- Let house hold members know you are in a meeting

## During the session

Once in the meeting, there is a button at the bottom left with a camera and webcam to click and unclick. Teachers may choose to complete a 'wake and shake' activity with the children, such as 'Go Noodle Dance' In this instance the teacher will share their screen but you will not need to do anything (except join in!)

- Your teachers will have the same conduct and behaviour listed above.
- If you wish to speak, please click the 'Hands up' button to alert the teacher.
- Use polite and respectful language at all times
- Keep your microphone muted unless asked to turn this on.
- You can decide if you would like your camera on (Please be aware that if your child's webcam is turned on, the other children in the meeting will be able to see your child too)