

18th November

Dear Parents/Carers,

In order to better support children's learning whilst a full class bubble is self-isolating we would like to use

Microsoft Teams as a way of sharing and responding to work. The following instructions will explain how to use Microsoft Teams and the steps you will need to take to set this up on a laptop, tablet or phone.

Using Microsoft Teams to access Home Learning tasks enables your child to send work to their class teacher in the form of a photograph or document, so we can see what they have been doing and offer support through comments in return. This will help your child to make more progress in their learning.

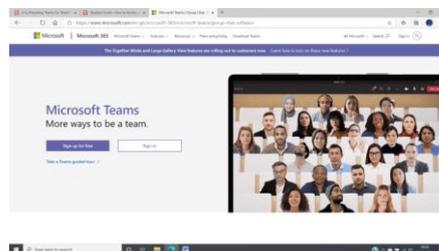
This week we would like for all children to log onto Teams and to complete the Homework task that has been set for them **as a practice run** for if we needed to close a bubble in the future.

Once this has been completed, we will then be in a position to use Teams more extensively to provide work during the days that a class bubble is unable to be in school.

Please note that if an individual child is self isolating, they should continue to use the work that is provided on the school website.

To access the Homework this week on Teams, please follow the instructions below:

1. Search for the Microsoft Teams home page on a laptop or download the App on your phone or tablet.
2. Click Sign in
3. Use your child's school email address and password they use at school, log on.



e.g. Username: JoeBloggs@stoneferry.hull.sch.uk

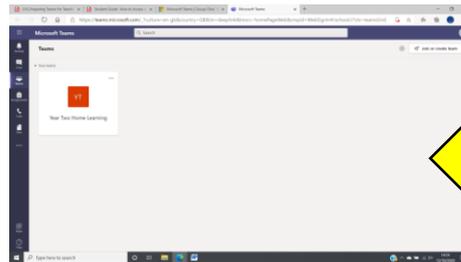
If you have any difficulties please

Password: Your child's usual password to log on

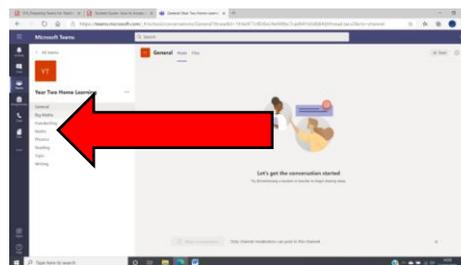
contact the school and we will assist.

4. The following page should appear.

Click on your child's class learning tab.

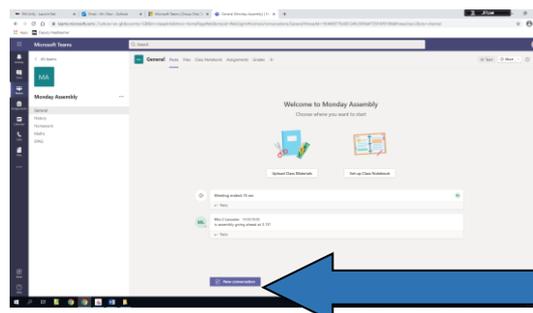


1. Select the homework channel from the side bar to choose the area of learning. This will bring up the work that is to be done. e.g Homework

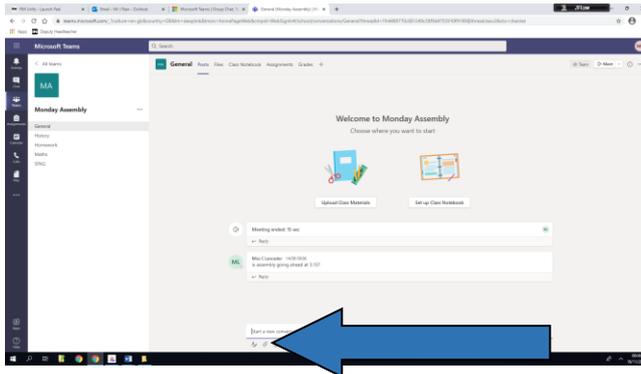


PLEASE COMPLETE THE TASK IN YOUR NORMAL HOMEWORK BOOK

1. Once complete to upload work, if you have been working on a laptop, the simplest way is to download the Microsoft Teams app on a phone or tablet and log in. If you have been working on a phone or tablet already, then take a photograph of your work using the phone or tablet.
2. Click **new post icon** at the bottom of the page. On a laptop this will be the **new conversation** icon.



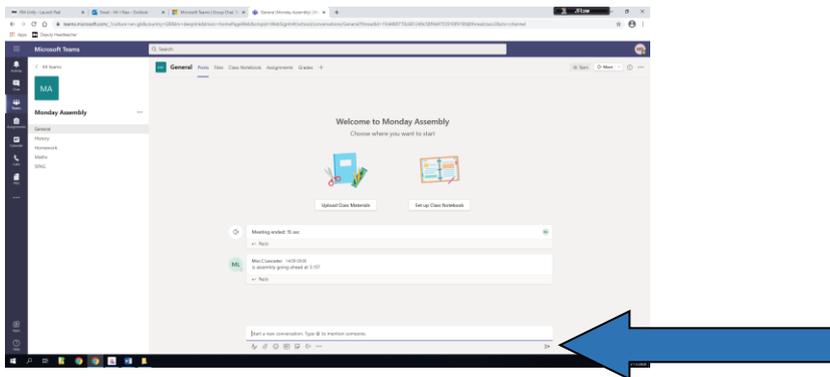
This will give you the option to type a message to the teacher and also add your work. Do so by clicking on the paper clip.



At the bottom of the pop up page it will say, upload from this device.

From there you need to select the photo from your camera roll and click on done. This will add your photograph of your work.

You can write a comment to your teacher to go with your work too.



The final thing to do is to click on the blue arrow head on the right hand side.

Your teacher will then receive a notification that your work has been added and will read and respond to the work. They may suggest a way in which it could be improved further.

If this is the case then work should be uploaded again in exactly the same way.

IMPORTANT GUIDANCE

All children within the class will be posting their work in the same way and each other's work will be visible to the children.

For the following reasons **children must:**

- 1) Only make comments to their class teacher.
- 2) Must not make comments about another child's work.
- 3) Must only use the Teams app during school hours (8:40 a.m.-3:00 p.m.) during a class bubble closure.

NB For this week's Homework practice run, children may upload work on an evening up to 7:30 p.m.

Moving forward we hope to use this system to provide Home Learning for class bubbles that are self-isolating as teachers will be able to look at the work the children are completing and provide support for misconceptions and improvements.

Tasks will be added daily for the children to complete and return to the different channels in your child's home learning tab within Teams. During the day your child's class teacher will be able to look at the work and make comments and provide feedback.

We are also exploring the use of Teams to provide some Live Check-ins for the pupils. Teams allows for multiple users to speak at the same time. This would allow teachers to give instructions of what work is needed to be completed and by when each day during isolation. More information will be sent regarding this particular use of Teams in the near future but for now if you can just complete the homework task this week that would be excellent.

Thank you for your support. If you require any support please just contact the school and ask to speak to myself.

Yours sincerely

Mr J. Raw