

18<sup>th</sup> November

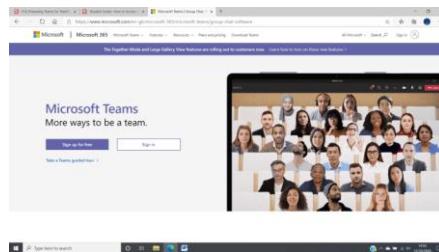
Dear Parents/Carers,

We will be using Microsoft Teams to provide remote learning and 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 if you haven't done so already following previous guidance from school.

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.

To access the remote learning 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

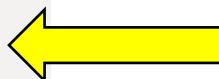
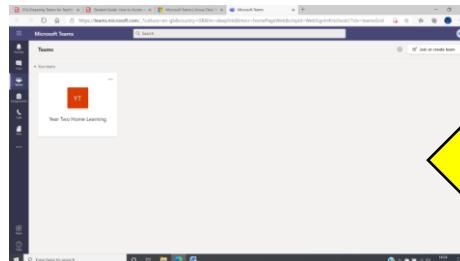


3. Use the username and password which you have been provided with.

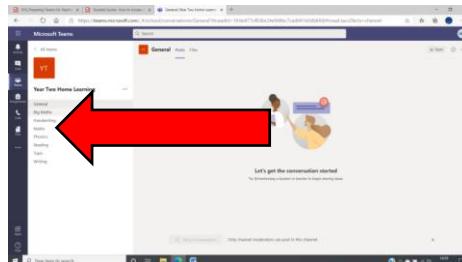
**If you have any difficulties, please contact the school and we will assist.**

4. The following page should appear.

Click on your child's class learning tab.

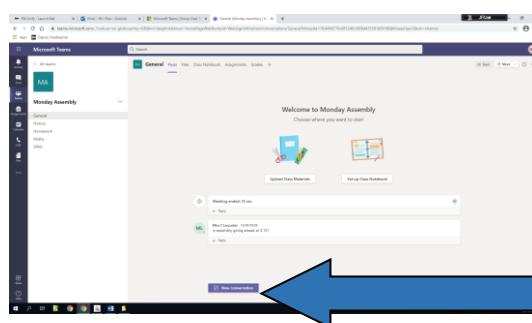


1. Select the appropriate channel from the side bar to choose the area of learning. This will bring up the work that is to be done for that subject.

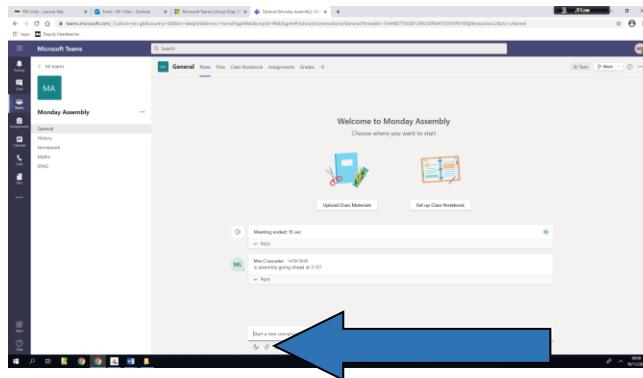


**PLEASE COMPLETE THE  
TASK IN YOUR HOME  
LEARNING BOOK OR  
SUITABLE WORKBOOK.**

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**.



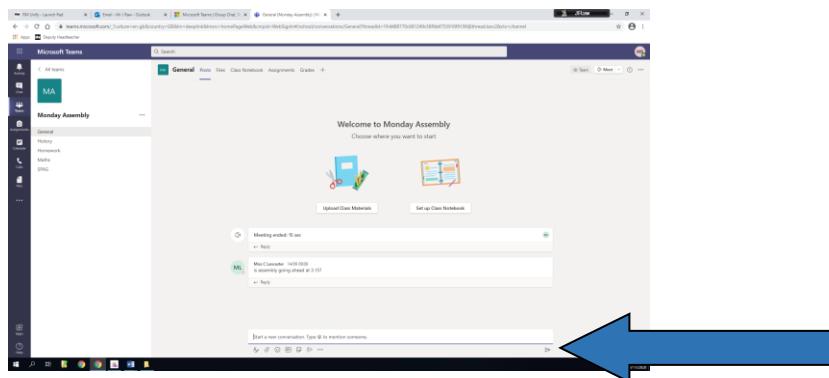
This will give you the option to type a message to the teacher and also add your work. Do so by clicking on the paper clip.



When adding an attachment (photo of work), 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.)

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.

**During the morning and afternoon check in meetings, hosted by class teachers, teachers will explain what tasks need to be completed and where to find them.**

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