



Tuesday 19 January 2021

Dear Parent/Carer,

Home Learning



Microsoft Teams

Yesterday you received a letter informing you about Microsoft Teams and how to install it. The class teachers also sent your child's email and password details via seesaw. If you have not received them then please message the class teacher who will resend them to you.

Teams Meetings – this week

The class teachers will be using Teams this week and they will message you via Seesaw with the day and time that they are planning to do this.

This week's Teams meetings will be used to launch Teams and to also iron out any problem's parents may have getting their children to access it. We will be communicating with you afterwards to see how we can help support any problems that have been encountered and to hopefully move forward with the facilities that Teams can offer.

Using Microsoft Teams is only one part of our Home Learning Plan as we know that some families have difficulty in accessing internet and devices. Therefore, it is important that all parents/carers have completed the 'Access to Home Learning Letter,' that was sent out last term. If you need a further copy of this letter please contact the school office

I have created a guide below to help you log on and I will send a Parent/Pupil Guide to help you and your child get to know how to use Teams.

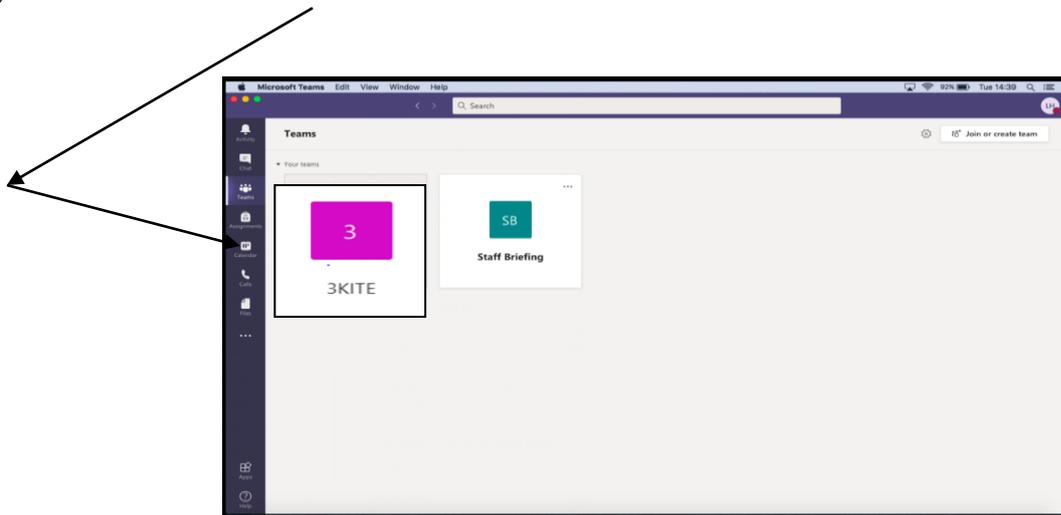
Logging on to Teams

After installing/opening the software you will be prompted to enter your e-mail and password sent to your child yesterday.

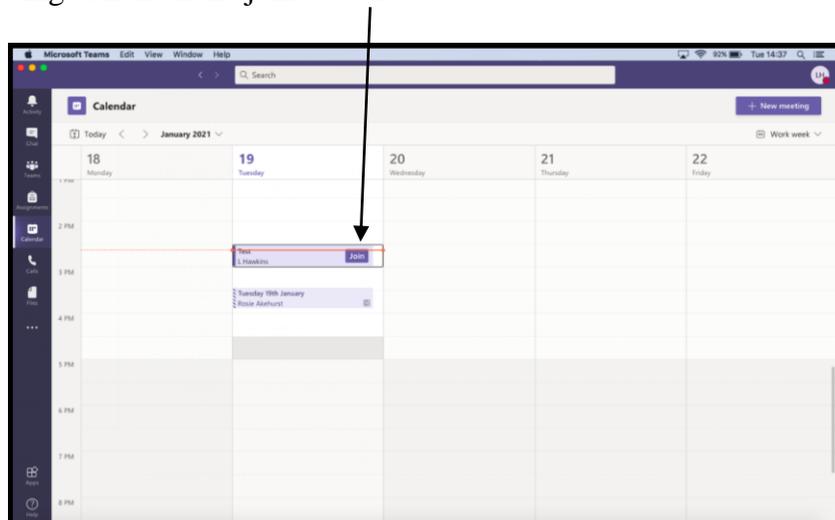
Once you have entered these details, you will be able to login and see a tile similar to these with your child's 'ClassTeam' ie 3Kite



Then you need to click on the Calendar tab:



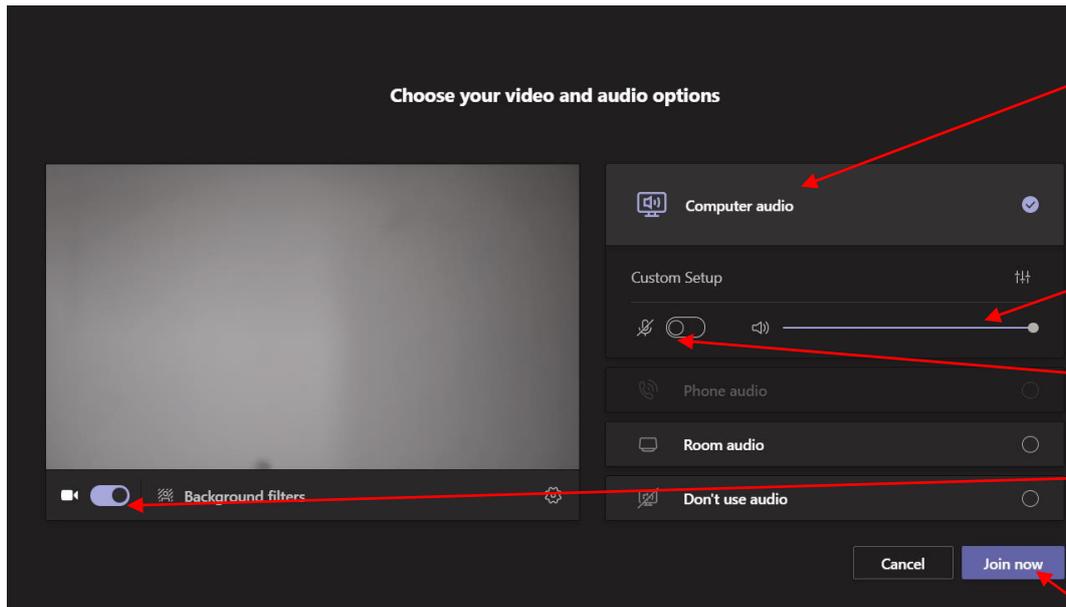
You will now be in your child's calendar and you will see an event like this for the time of your scheduled class meeting. Click on the join button



NB: If you join the meeting before the scheduled time there will be no one in it, so please be patient.



The next screen will look like this and you need to set the following settings:



Computer Audio should be ticked

Speaker should be on high

Microphone should be turned off

Camera should be on

Finally click join now

NB: Please only turn your microphone on when instructed by the class teacher

Microsoft Teams is an accredited government funded platform provided to school as a secure way for schools to ensure all children can continue learning at home if required. Although this is a secure online system it is the parent's responsibility to ensure that your child is supervised whilst using Microsoft Teams and any other online learning, so internet safety guidelines are being followed at all times.

Through the schools Microsoft Teams login, you and your child will only be able to access the school platform created by the class teacher. No other Microsoft Teams groups can be created using your child's login.

For information on keeping your child safe online you can access the following links:

- <https://www.childnet.com/resources/video-lessons/the-r-rule>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- <https://parentinfo.org/articles/games,-apps-and-tech/all>
- <https://www.ceop.police.uk/safety-centre/>
- <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/>

Thank you for your continued support and we look forward to communicating with you and your child on Microsoft Teams.

Yours sincerely

Celine Hawkins
Headteacher

