

## Microsoft Teams- a guide for parents

Your child can log into their school account at <https://www.office.com/> where they'll have access to their class team.



Once logged in, click on the Teams icon and you will be taken to your child's class team.

If you click on the 9 tiny squares in the top left of your screen your child will have access to:

- One drive (a place to save documents)
- Excel files
- OneNote
- Word
- PowerPoint
- SharePoint

For older children, the teachers may set them work which they can create on Word or PowerPoint. For younger children, you can take a photo of their work and upload this for the teacher to see.

Within each class team there are different channels.

- A general channel- this is where the teacher may post a general message, e.g. a reminder of when the class call is that day.
- An English channel- the daily English teaching video will be posted here
- A maths channel- the daily maths teaching video will be posted here
- A topic channel- the daily wider curriculum activity will be posted here

### **Completing tasks set by the teacher**

There will be a suggested timetable to give some structure to the day. We understand that this may not work for all families, but expect all children to watch the English and maths video and complete the set tasks related to these.

- Watch the English and maths videos. Your child can pause, rewind and re-watch this as often as they like. Then they complete the tasks set by the teacher.
- Some tasks can be completed in their book (we will make sure your child's books are available), some tasks can be completed on paper or on a Word doc and then submitted. If you complete a task on paper, you can take a photo of this and still submit it.

### **How to submit work**

Click on the 'assignments' tab in the general channel. This will display the task and the due date. To ensure children keep up with their learning the due dates will always be the next day.

Click on the work set to view. Some tasks you can edit and submit, other tasks your child will need to complete the task in their book, take a photo and upload.

For maths work, the teacher will upload the answers later in the day so your child can see how they did. If they were in school, we would spend some time going over any incorrect answers and correcting them. If you can help your child do this then this will help them enormously.

The teachers will try hard to minimise the amount of printing parents will need to do.

## **I'm stuck!**

If your child is struggling with any of the work set there are two different things they (or you) can do:

- Post a message in the relevant channel and their teacher will be able to give them some help
- If you wish the message to be private, send an email to the year group email address where the teacher will be able to see it

## **Class Video Calls**

The children do not have the facility to call each other. Each day the teacher will set a time to call the class and at that time, if your child is logged into Teams they will see the option to join the call. Your child does not have to join the class call every day, but the teacher would love to see them at least once a week if possible.

## **Working together to support your child**

We will be monitoring who is engaging with the tasks and will call parents if feel your child isn't completing tasks. This may be due to difficulties accessing the technology and we will work with you to overcome this where possible.

We understand that for some families, using this technology will be new and sometimes challenging. It is the same for the teachers. If you are struggling please let us know and we will try to help. If the technology doesn't work, please be patient with us as we'll also be learning some new skills.

We will be doing everything we can to minimise the impact of the year group closure on your child's education. Staff are available in school to support you so please ring the office and a member of staff will call you back as soon as possible.