



## A Parent's Guide to Microsoft Teams



To further support your child with their remote learning, we will be starting some live drop in sessions in addition to the work that is being set on Seesaw.

The drop-in times will be as follows:

Day	Year Group	Session 1 - AM	Session 2 - PM
Monday-Thursday	Reception	9:00-9:15	12:30-12:45
	Year 1	9:15-9:30	12:45-13:00
	Year 2	9:30-9:45	13:00-13:15
	Year 3	9:45-10:00	13:15-13:30
	Year 4	10:00-10:15	13:30-13:45
	Year 5	10:15-10:30	13:45-14:00
	Year 6	10:30-10:45	14:00-14:15
Friday (Celebration Assembly)	Reception	9:30-10:00	
	Year 1	10:30-11:00	
	Year 2	11:00-11:30	
	Year 3	13:30-14:00	
	Year 4	13:00-13:30	
	Year 5	14:00-14:30	
	Year 6	14:30-15:00	

Microsoft Teams is an opportunity for your child to have some face to face contact with their teachers. This can be accessed by your child by simply logging in to Microsoft Teams using the email and password that has been sent to your email.

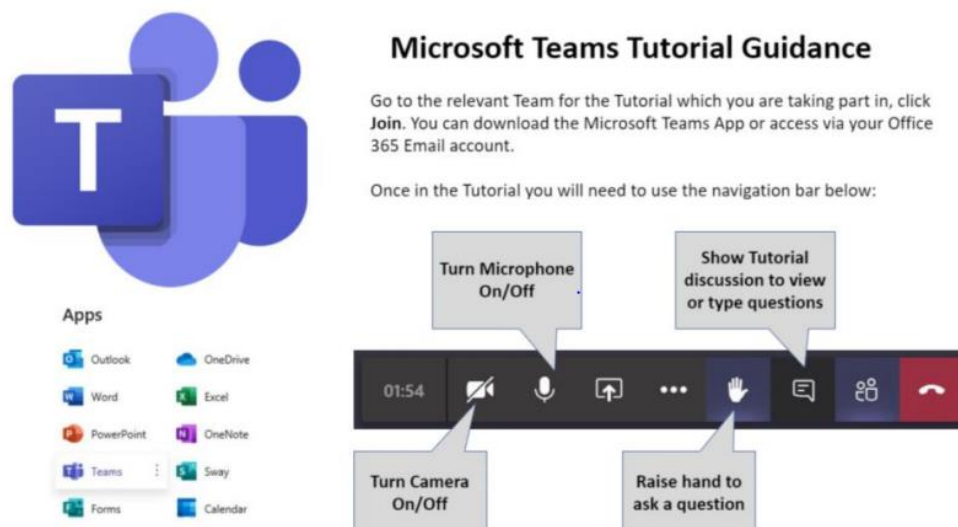
Microsoft Teams is a safe and secure environment that lets teachers communicate with pupils and give feedback directly to the pupils. (For further information on this, please refer to the Remote Learning Policy, Safeguarding Policy, GDPR Policy).

South Avenue Primary School will use Microsoft Teams for remote learning during whole class isolation/closure when they think it is appropriate to do so. There is also the option for parents to email the class teachers if there are any issues logging in or queries regarding remote learning.

The following guidance outlines the protocol that we have in place and how to support your child, with accessing Teams, in order to support their learning and progress.

### Protocol

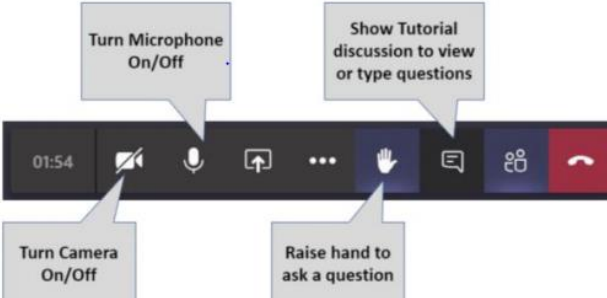
- The class teacher will schedule an invite into the Microsoft Teams calendar which your child can access through their Microsoft office 365 email address and password that was sent out.
- The sessions will be recorded to safeguard staff and pupils.
- Two members of staff will be signed onto the teams session where possible with 1 adult being signed in when working 1:1 or in small groups.
- No parents or family members to ask questions or be involved in the Teams session. This is an opportunity for the children to interact with their teachers.
- Pupils will be able to respond to a question during the tutorial by using the raise hand function.
- The teacher will call out the student by name and allow them to unmute their microphone to ask a question.



**Microsoft Teams Tutorial Guidance**

Go to the relevant Team for the Tutorial which you are taking part in, click **Join**. You can download the Microsoft Teams App or access via your Office 365 Email account.

Once in the Tutorial you will need to use the navigation bar below:



The graphic includes the Microsoft Teams logo and a list of Office 365 apps: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Teams, Sway, Forms, and Calendar. The navigation bar screenshot shows icons for Turn Microphone On/Off, Show Tutorial discussion to view or type questions, Turn Camera On/Off, Raise hand to ask a question, and other standard meeting controls.

## **Sign in methods:**

### **1. teams.office.com (Web Browser)**

You will be asked to sign in on Teams. Sign in using your child's school email address and password that has been provided. Please keep the log in information safe in case you are logged out for any reason. Once you have signed in, you may be asked to download the app to use Teams in the future. You are responsible for protecting your child's password. If you do not want to download the app, there is the option to open teams using the web app instead.

### **2. Teams App (Desktop computer, laptop, tablet etc.)**

You can download the Teams App on to your computer, laptop, phone or tablet. This makes it quicker and simpler to log in and has more functions than using the web app. Again, sign in using your child's school email address and password that has been provided.

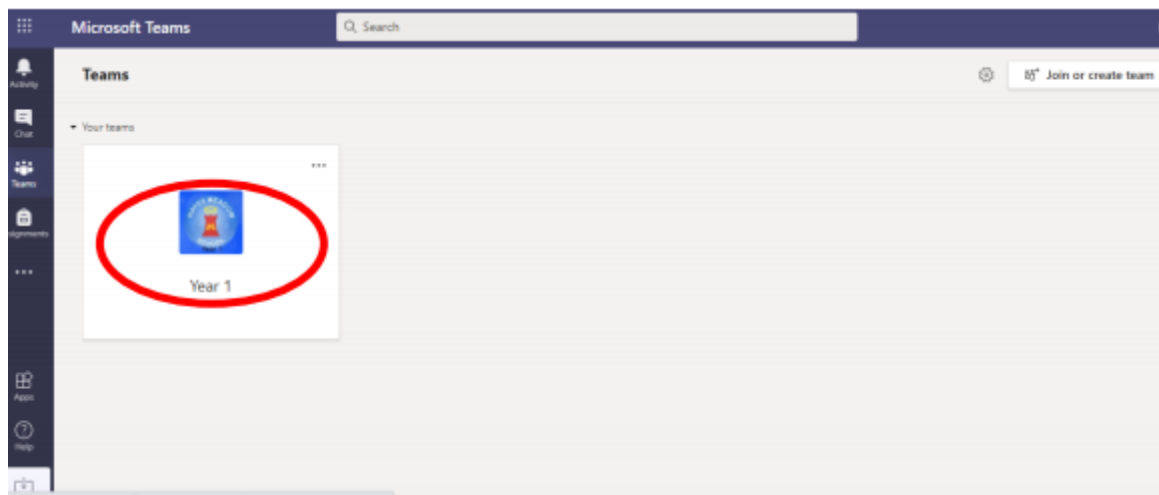
**Please watch the following video for support:**

<https://www.loom.com/share/14ea807422a0438d974bfa6df5ad17b2>

## **Finding your way around Microsoft Teams**

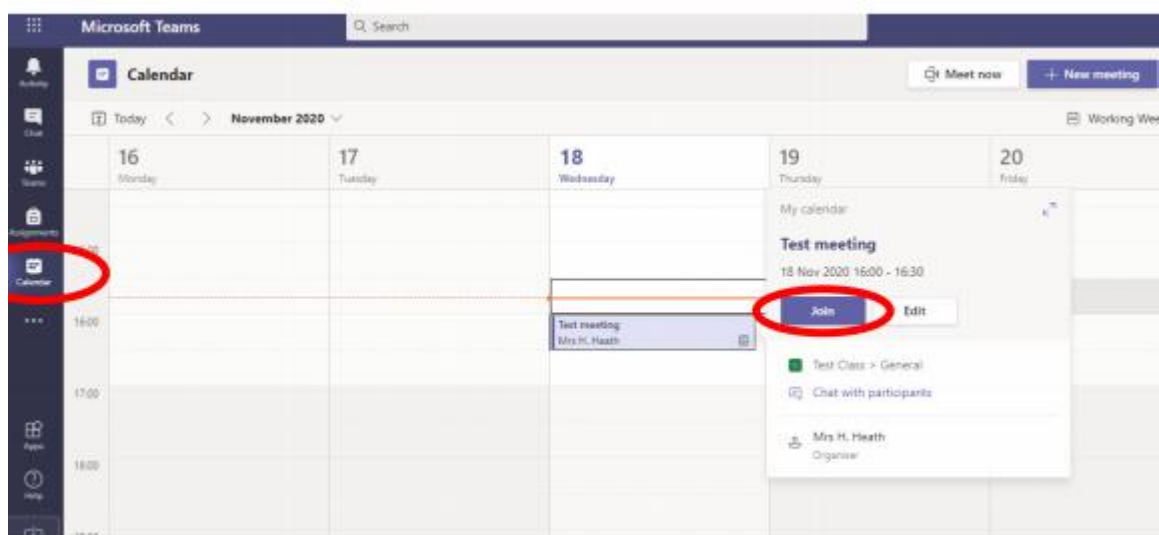
### **My Teams**

Once your child has logged in to Teams, they will be able to see their class which has been premade for them by their class teacher. Essentially, the word "Team" is just another word for "Class". Click on your child's class to begin.



## Live Interactions

Teachers will be able to communicate with pupils using the inbuilt video conferencing system on Microsoft Teams. Within the Team, the teacher can set live meetings for pupils to join. The meetings will be scheduled by the teacher following the times and dates shared at the top of this document. Pupils will be instructed to join the meeting by clicking the 'Join' button that will appear on the 'calendar' section. The children will need to wait in a lobby and the teacher will admit them at the start of the session.



Once you have joined the call, we ask that the children turn on their camera and turn the microphone to mute, the teacher will ask children to unmute themselves if needed during the session. There is also a function that allows you to raise your 'virtual hand' if you want to answer a question but you can also use this if you need any assistance.

**Please watch this video for further guidance on finding your way around Microsoft Teams:**

<https://www.loom.com/share/8bda66c5ad09488ea65cbc4c4399bdc2>

## Private Chat

Please note that private chat functions have been disabled for the children. All communication on Teams is monitored by staff. Children should only use Teams to communicate with teachers during school hours.

## More information

For more information on rules and expectations for Remote Learning, please refer to the South Avenue Primary School Remote Learning Policy.

Thank you for your continuous support.