



# St Wystan's School

## Accessing & Using Microsoft Teams Parental Guide Summer 2020

### INTRODUCTION TO MICROSOFT TEAMS

Using Microsoft Teams, your child's teacher will be available to guide your child through their weekly tasks, if necessary. This is an online group in Microsoft Teams, where we can join together as a class and discuss (via text chat) the work that has been set and how everyone is finding it.

These daily Teams sessions will be subject specific, in order to promote discussion and collaboration that is helpful to all learners. This provides a platform for the children to ask questions, receive help, and collaborate and learn with their peers. These sessions are not at the beginning of the day, as we aim for children to attempt the tasks set before asking for help and discussing with their peers. Your child/ you do not need to be online for the whole session, it is completely your choice as you need it to work for you and your situation.

The daily Teams sessions are not compulsory, and may not always be applicable, but your child's class teacher will always be available at their allotted times. We understand that if your child is young, it will be you messaging on the chat group, but please encourage the child to be with you and share their opinion. Teams chat is available on smartphones, tablets, laptops and computers, which we hope provides you and your child with flexibility. Do not worry if you miss a daily Teams class, as teachers will be accessible via email as well.

Below is the timetable for daily Teams sessions for Years 1 - 6. These times are applicable Monday – Friday. There will also be a weekly catch up session, which will replace Friday's Foundation Subjects class. This will allow an opportunity to identify how the class are and talk more pastorally. These times are not flexible, yet please remember, Microsoft Team Chat can

be accessed via smartphones, tablets, laptops and computers, and your child's teacher is available on email as well.

Year Group	Daily English Class	Daily Maths Class	Daily Foundation Subjects Class	Weekly Catch Up Session
KS1	10am	11.30am	1.30pm	Friday 1.30pm
Year 3	10.30am	11am	2.30pm	Friday 2.30pm
Year 4	10am	10.30am	2pm	Friday 2pm
Year 5	11.30am	12pm	3pm	Friday 3pm
Year 6	11am	11.30am	1.30pm	Friday 1.30pm

## ONLINE LEARNING AGREEMENT

We are asking all pupils to adhere to an Online Learning Agreement, which outlines how we expect you to behave when you are learning online.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network.

The points listed below should be followed at all times and can be summarised as follows:

**“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”**

Pupils are agreeing to the following:

1. To ensure that their studies are not disrupted because of temporarily working away from school, pupils give permission for their school email to be used by their teachers for teaching and learning purposes.
2. Pupils will treat themselves and others with respect at all times; when they are online or using a device, they will treat everyone as if they were talking to them face to face in a classroom.
3. The messages sent, or information uploaded, will always be polite and sensible. Pupils understand that all messages sent will reflect on their actions and the school.
4. Even though pupils are working outside the classroom, they will aim to be positive and creative, to learn and share, to develop new skills and to prepare for the future.

5. Pupils will choose a sensible place to work from – ideally a living room with an adult present.
6. Pupils will only use their email address for their class Teams account. They are not to create their own Teams or utilise the email service, to ensure all activity is monitored.

## HOW TO ACCESS MICROSOFT TEAMS

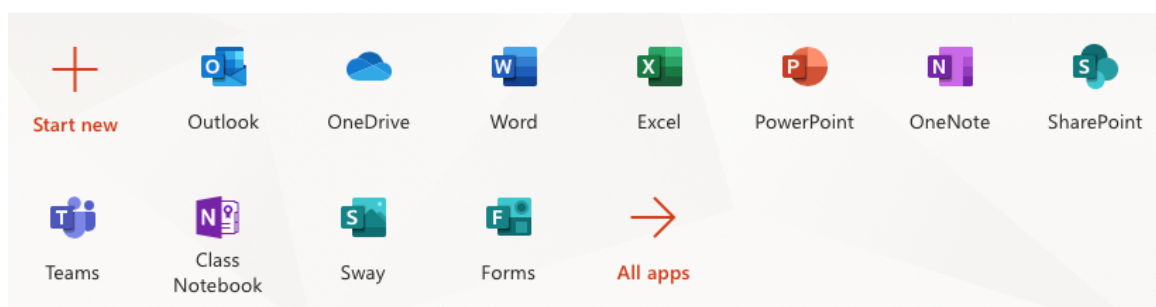
Your child has been provided with a St Wystan's email address, in order to be part of our electronic organisation. Your child's teacher will have provided you this email address and temporary password via email. If you have not received this information, please contact your child's teacher directly.

There are a few options available to you:

### Using a Web Browser

Log in to <https://www.office.com> by clicking the orange 'Sign In' button. The next screen requires you to type in the email address sent to you by your child's teacher. The screen after this will ask you to input your temporary password (capital letter sensitive). Once you have done that, the next screen will ask you to change your password. If you are not asked to change your password, please ensure that you do so at your earliest convenience.

The next screen will show you all of the different Office 365 applications available to you. However, we are only using Microsoft Teams at present as a form of communication.



Click on Teams logo (bottom left logo). The next window you see may ask you to download the desktop app for Teams. This is your choice to do so; it will work just through your browser though so you do not need to download this.

### Downloading the APP

On smartphones or tablets, such as iPads, you can download the 'Teams' App. The icon looks like either one of these, depending on the platform you are using:



Once downloaded, sign into Teams with the email address and temporary password provided. Do change your password at your earliest convenience.

## HOW TO USE MICROSOFT TEAMS CHAT

Once you have accessed Microsoft teams, you will see that you have been added to a 'Team' by your child's teacher. This will be called, for example, 'Year 6'.

The following information will detail how to access files and the chat conversations, through using a web browser. Using an APP will be similar, but the layout may be different.

Across the top of your screen, you can see the following options available:

**General** Posts Files Class Notebook Assignments 1 more ▾

**Posts** – this is where the chat will be shown. In the white box at the bottom, you can type what you would like to write and then click enter. It works just like an instant messaging platform. You can also add attachments, but we do not foresee that you will need to do this at this time.

**Files** – this is where the weekly plans and resources will be kept. Your child's teacher will also email you these each Sunday, but we want to ensure that they are easily accessible to all.

If you do have any issues, please contact your child's teacher directly. I do hope that this guidance has been helpful and promotes communication for learning.

Miss Kirkland

Year 6 Teacher/ Academic Assistant Headteacher