

15<sup>th</sup> January 2021

Dear Parent/Carer

### **Accessing Remote learning through MS Teams – Advice for Parents/Carers**

As you will all be aware, our dedicated teaching staff have been working hard to ensure remote learning is purposeful, engaging and meets the needs of all. Since moving to remote learning on January 5<sup>th</sup>, we have been using a combination of Class Dojo and Zoom to offer pre-recorded and live lessons but will be moving to a purpose-built system using Microsoft Teams, starting on **Monday 18<sup>th</sup> January** with gradual implementation. There will be a staggered approach to this with usernames and logins sent out to parents/carers on Monday 18<sup>th</sup> January and we will continue to use Dojo and Zoom throughout the week whilst we integrate the use of MS Teams. Eventually, all learning will be delivered solely through MS Teams from **Monday 25<sup>th</sup> January**.

The new MS Teams platform will allow us to host live lessons and pre-recorded content, share assignments, provide effective feedback and keep content clear and organised for each class. Please be aware that what we offer will differ from year group to year group as the way in which different age groups are able to engage with remote learning varies significantly. We recognise that children will need some support from parents/carers, although we are trying to keep all remote learning sessions as manageable as possible. We know that extended periods of screen time for learning may not be engaging without a mixture of other activities. Please be assured that each year group has structured plans to ensure learning is purposeful and engaging. Please note that the current offer is significantly different to what was in place back in March/April 2020 and the MS Teams platform will allow robust learning to take place remotely.

However, with a larger number of our Academy staff now teaching groups of critical worker children, we have reduced capacity to cater for remote learning. Therefore, staff will be focussing on the content of pre-recorded material and live lessons as opposed to the individual marking and feedback on assignments to begin with.

Teams can be accessed through your browser.

<https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software>

Teams works much better, and allows a greater range of features, when using the app instead of accessing through a web browser.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Further guidance and support for using MS Teams can be found using the following link;

<https://support.microsoft.com/en-us/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

Mr Adam Palmer

Vice Principal

## **Microsoft Teams: Guidance for Parents/Carers**

Your child's learning can happen anywhere with MS Teams online. Get to know our tools made to support learners of all ages and abilities, and see how your child's core subjects and class discussions can happen with support from Microsoft Education.

### **What does my child need to sign in to their MS Teams account?**

Your child will need their RM Unify login (to be sent out via email on Monday 18<sup>th</sup> January). As a result, they will be able to access Microsoft Teams for their remote lessons. All your child has to do is log into their RM Unify account where they'll have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more. From this home base, Children can open Office apps in their web browser.

Microsoft Teams can be accessed online or downloaded to a home or mobile device.

### **What are the best devices for my child to use with MS Teams?**

As long as devices are connected to your home internet, Microsoft Teams will work on your home computer, laptops, tablets and even your child's mobile phone.

### **How does my child join a team? How do they know if they're part of their class' team?**

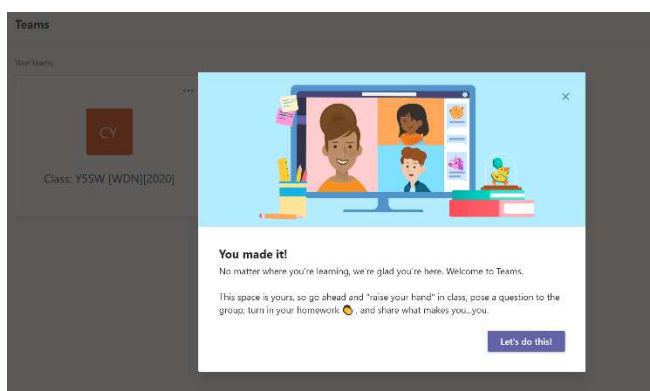
To explore Teams and see the class teams they're in, your child can sign in to their school RM Unify login. Children will also receive an email notification when they've been added to a team or when they have a live lesson. They will automatically be part of a whole year group team and their individual class team.

### **How is my child's communication and activity monitored in Teams?**

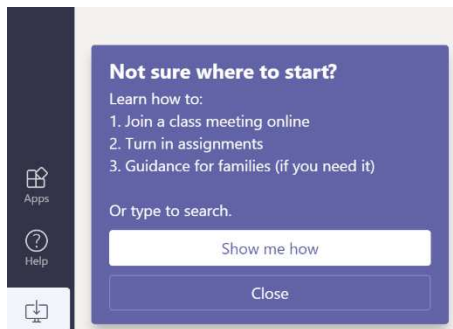
Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute children who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for your child to build and practice digital citizenship alongside their academic learning.

### **What will my child see when they first log in?**



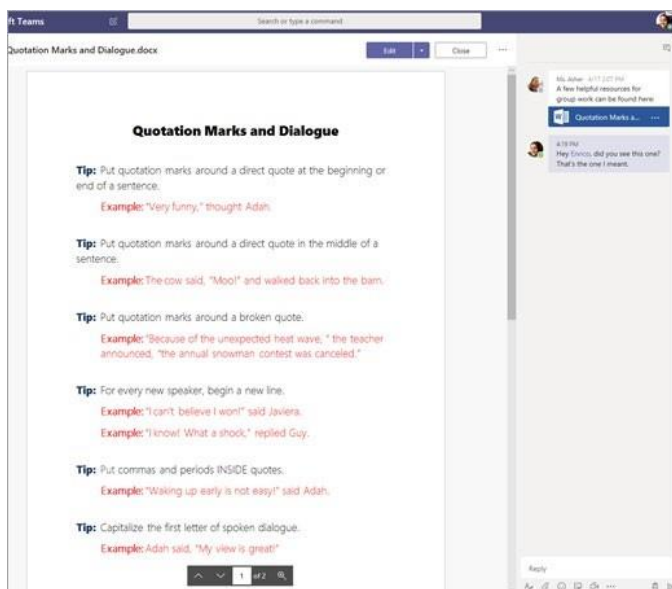
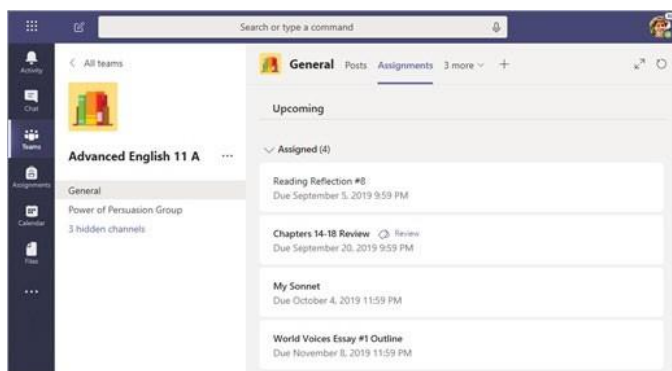
A brief introduction to Teams



At the bottom left corner of the screen, there are some helpful tutorial links.

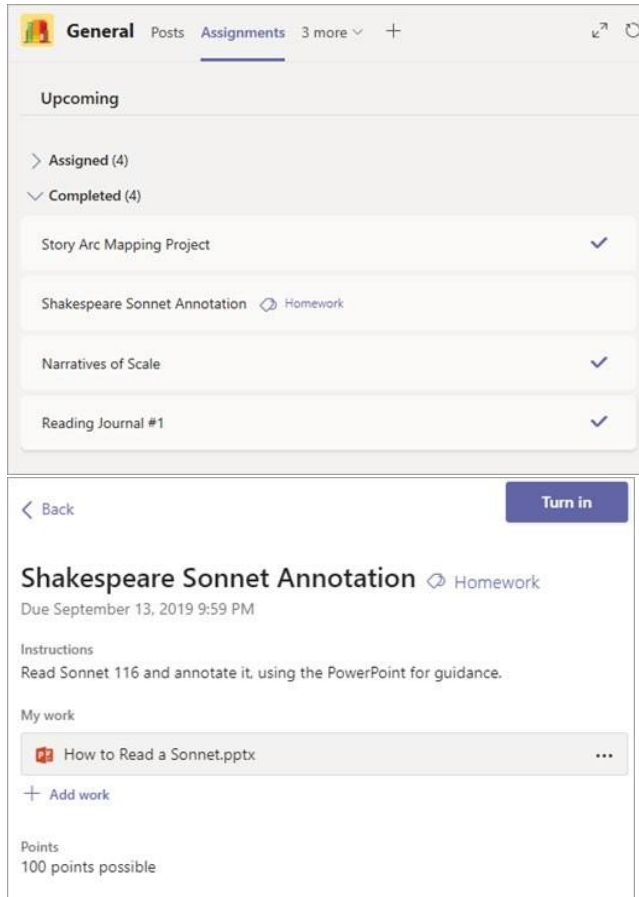
## Can my child study, work and complete assessments there as well?

With the **Assignments** app built right into Teams, your child can see work their teachers have assigned them, submit that work and see their grades and feedback.



## How does my child turn in assignments using Teams? Can they check their grades in Teams?

Your child can turn in their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select 'Turn in'.



## Where can my child access help on how to best use Microsoft Education tools?

Your child has a help centre made just for them! From covering the basics of using Teams all the way to project ideas, this student help centre is all about showing children how they can leverage MS Teams for their learning, engagement, and creativity.

