

Dear Parent/Carer

## MS Teams and Remote Learning – Further Guidance

Thank you for your ongoing support and patience during our move to MS Teams. Although we have encountered some teething issues along the way, staff and children are becoming more familiar with the set up each day and we know that this will continue to improve. When I last wrote to you, it was to explain how to access MS Teams and your child's username and password followed in a separate email. Please can you email [remotelearning@woodnewtonalc.com](mailto:remotelearning@woodnewtonalc.com) if you still do not have these details and they will be sent to you. If you are experiencing any issues logging into your child's account, this video should help. <https://web.microsoftstream.com/video/b29f00ed-2771-497b-8bce-346d5fe48176> \* you will need your child's username and password to view the content.

### Accessing MS Teams

Please do not request access to any of our teams or resources on your personal email. One of the key reasons why we have moved to MS Teams is that each child has their own individual login details so nobody else would need to access the material other than your child through their account. Staff will not approve any parent requests for access to materials, as the accounts are registered outside of our organisation. If your request is because you are having problems accessing your child's Teams account, please email [remotelearning@woodnewtonalc.com](mailto:remotelearning@woodnewtonalc.com) and the details you need will be sent out to you. Furthermore, children should not request to join other year group or class Teams to their own as they will not be permitted either.

### Using Class Notebook

In some year groups (especially in Y1), they are using the 'class notebook' tab in MS Teams to list their work. To access this material please follow these simple steps.

Click the 'class notebook' section.

Scroll down and click on the  icon.

Click on the child's name,

Click on the subject

Click on the day.

You will then see all the work set for that day.

Eg – this is the maths page for today

Monday 25<sup>th</sup> January 2021

Sunday, January 24, 2021 2:31 PM

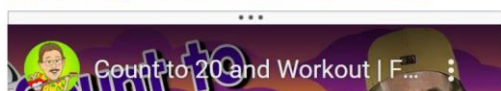
Monday 25.01.2021

Good morning Year 1!

Here is your Maths lesson for today.

1. Join in with the song.

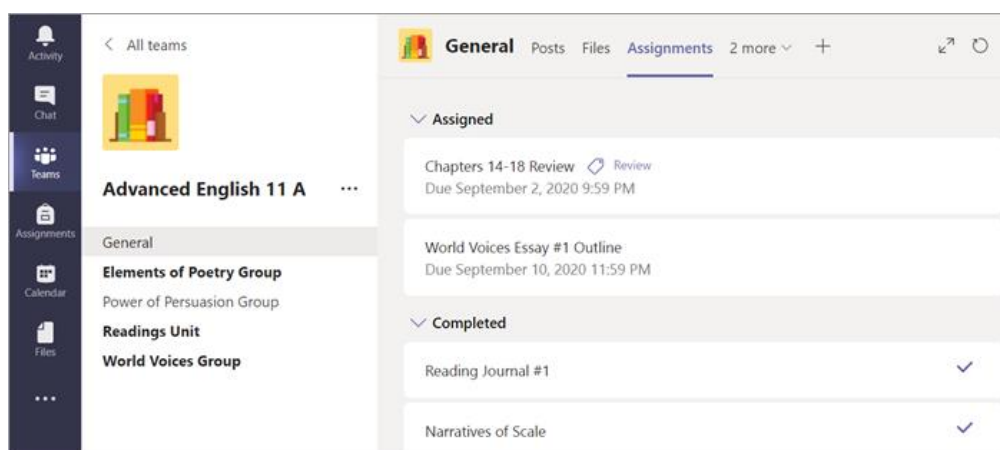
[https://www.youtube.com/watch?v=\\_MVzXKfr6e8](https://www.youtube.com/watch?v=_MVzXKfr6e8)



## Turning in assignments

To turn in an assignment follow the simple steps below. Please note that you are able to take photos of your child's work and upload these as well as/instead of any worksheets attached.

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.



**Tip:** Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

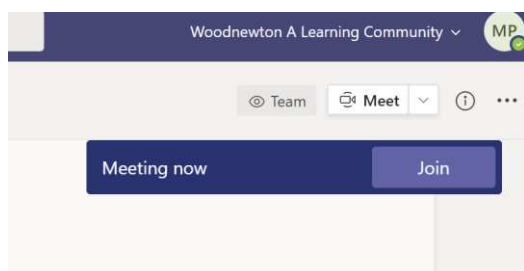
3. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file.

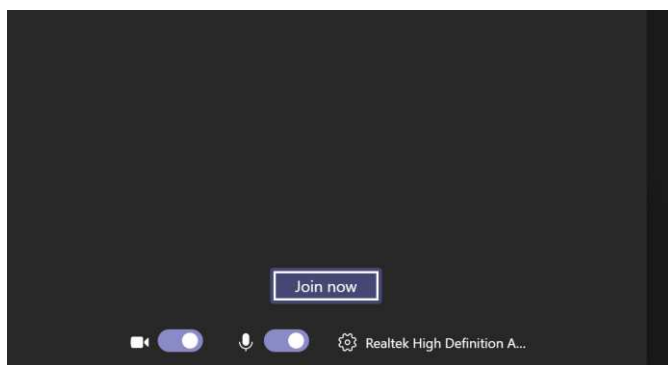
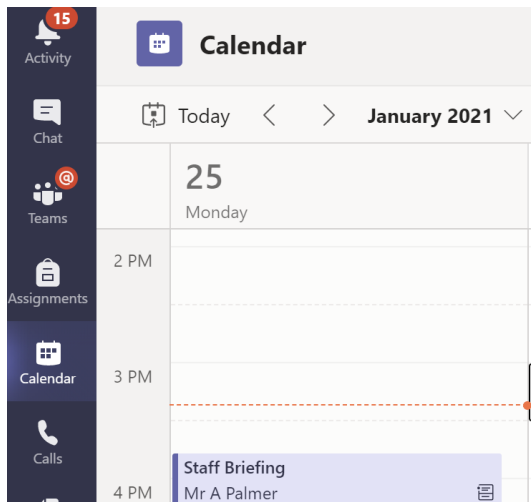
**Note:** You can add up to 10 additional resources to an assignment. 500mb is the maximum file size for a resource.

## Joining live lessons

Each year team and class team will provide a timetable of work for the week ahead (uploaded on Monday morning) and a brief overview of the day each morning. There will be some pre-recorded content (accessible at any time) and some live sessions scheduled at a specific time. We have tried to stagger the live lessons as much as possible across the Academy to allow families with siblings to attend and support without sessions conflicting.

To access a live lesson you will need to find the link in your Teams posts or within the calendar and click join or click the join icon at the top of the page. \* Note that this will look different depending on the device you are using and if you are on a web browser or the Teams app.





Your microphone should automatically be muted but please ensure you keep cameras on (following the live lessons protocols) – this is for safeguarding reasons as we need to visibly see the children as part of our weekly welfare checks.

Please join the lesson promptly as teachers will be ready to start the session at the arranged time. Having to admit children to the meeting after the lesson has started is difficult for teachers to facilitate once they are presenting.

Most of the children across the Academy have now been able to login and access material remotely but we are well aware that for some there are still tech issues. One of the key challenges is that specific devices, and how they use MS Teams, are different and this continues to throw challenges our way. We have noticed that iPhones and iPads struggle to run Teams as effectively as Microsoft based tablets. Equally, we are aware that there is a lack of support for Amazon Fire tablets. Our advice is to try and use a laptop (where possible) and download the Teams app for best performance. As ever, if you have issues with accessing Teams through your device, please contact [remotelearning@woodnewtonalc.com](mailto:remotelearning@woodnewtonalc.com) for further support.

Adam Palmer

Vice Principal