



Wednesday 27th January 2021

Remote Learning Education - Teams Guidelines for Parents

Dear Parents/Carers,

I hope you are all managing and keeping well during these challenging times. Teaching staff have been working hard to provide remote education for your children and, thanks to many of you, we have very good levels of engagement across the school. We have also distributed laptops, keyboards and dongles to support families who were without the technology.

In order to support the national lockdown and help prevent the further spread of the coronavirus in the community, the best place for your child to be educated is at home. We appreciate that this places a huge burden of responsibility on parents/carers, however this lockdown is very different from the first lockdown last year, because this time the Government has made it law that children should continue with their learning. Therefore, all parents/carers have the responsibility to ensure that their children are learning at home and are completing their work. If your child is not engaging, you will receive weekly phone calls and if we cannot get through, we will ultimately have to do a home visit (to the outside of your house only) to see how we can support you further.

In order to limit the impact of the lockdown on your children's education, it is vital and it is the law that they access our remote learning provision. You can find an overview of this on the website under 'Remote Education'.

From tomorrow (Thursday 28th January) in order to enhance our remote education provision, we will be starting 'live' sessions using Microsoft Teams. Your children will be able to 'meet' their teacher and class members to go through their work. This does *not* replace the work your child does using the Seesaw online learning platform.

First Teams Meeting for Children from Year 1 – Year 6: Thursday 28th January

Microsoft Teams is an online tool or application that allows video or audio communications within groups. The purpose of using Teams with children in our classes is to enable face to face interaction during the national lockdown. This information is designed to help Teams' meetings go smoothly for all and to help everyone stay cyber safe. **Via text you will receive an email address and password later today for your child to access Microsoft Teams.** Please keep a record of the email address as this will be the same one to use every day. Your child will be asked to change their password when they first log in and you need to keep a record of this too.

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Online Safety

To ensure that class members can join, teachers will be sending the children a meeting invitation via Teams. The 'lobby' feature will be used which means the teacher will 'admit' each child into the meeting. Teachers can control the microphones and who can share the screens. Children will not be allowed to be in their virtual classroom without a teacher.

Expectations of Children

Please go through these points with your children prior to the Teams meeting:

- You need to make sure you are dressed and on time to your Teams meeting.
- Please keep your camera on as much as possible so your teacher can see you.
- Please mute your microphone while the meeting is happening, unless you are asked to speak.
- Use the 'Raise Hand' function if you wish to speak.
- Your classmates and teachers will be able to see you and your background, so please make sure you are in a quiet spot and that everyone in your house knows you are attending your live session, so other people are not in your background.
- You need to ensure your device is fully charged or plugged in before your Teams meeting. You can access your Teams meeting on most devices **including mobile phones.**
- Once you have clicked on the invitation link you will go into a 'lobby'. Your teacher will allow you access to the meeting. You will know when this has happened as you will be able to see others on your screen. Your child will not be able to schedule or start their own meeting.
- Teachers will start admitting children 5 minutes before it starts. Once you are admitted you will wait for others to join – please arrive on time.
- The volume will need to be turned up on your device and the video activated.
- Your teacher will lead the session, so you need to make sure you are engaged and have appropriate behaviour. All meetings will be supervised by a teacher – no children will be left unattended within a meeting.
- If your behaviour is not appropriate, you will be removed from the meeting and your teacher will contact your parent/carer.
- Once you have joined a lesson, the teacher may move you to a 'breakout room'. This means that a small group of children will be working more closely together with a teaching assistant, just like they may do within school.
- Please refrain from using the chat within the meeting. It will be left on for any enquiries that can't be made using video and audio.

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Expectations of Parents

- For Key Stage 2 children, once the child is set up for their Teams meeting then please allow them to attend by themselves, as would happen in the classroom. However, you may wish to listen away from the screen if this helps you to support your child with their home learning.
- For Key Stage 1 children, you may wish to sit next to your child, so that you can hear the teacher explain the work and help your child to listen.
- Please make sure that the child is in a quiet part of the house and that everyone in your household knows that they are live on Teams, so that people are not walking around in the background.
- Parents must not take photographs or videos of their child on Teams as other children will be in the photo and their parents have not given consent.
- If you do not want your child to attend the online lesson, then you must let your child's class teacher know via the school office.
- When the teacher has finished, the meeting will be ended. If you have any questions for parents, you should contact them via the school office.

Timetable for Live Sessions – These will start tomorrow **Thursday 28th January** except for Foundation 2 (Reception) which will start on Friday.

Sessions will be daily except for Foundation 2 (Reception) which will be once a week every Friday.

Time	Class	Time	Class
0900	5JW	1230	2SS
0930	5HM	1300	2AG
1000	1MB	1330	6AO
1030	6JH	1400	3RT
1100	4RP	1430	1CS
1130	4EC		
1200	3LK		

We have put separate times for each class to avoid clashes for siblings.

For Foundation 2 (Reception), the times are:

F2RT Monday at 3pm each week

F2JG Friday at 3pm each week

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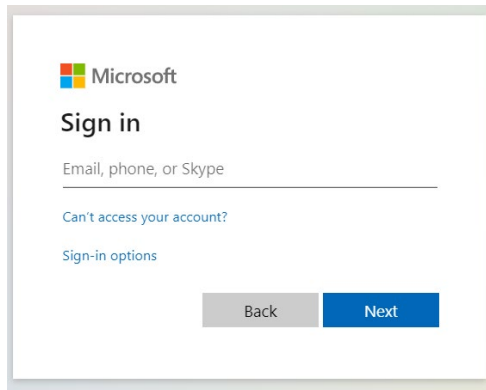


Guidance on using Teams

Signing in for the first time. There are two ways to access Teams:

1. Through a web browser (teams.office.com)

Go to the website **teams.office.com**



Enter the email address you have been given. It will end with @students.windmillacademy.co.uk

Click *Next*. You will then need to enter the password you have been given.

***NOTE* At this point, you will be asked reset the password. It will need to contain both lower case and upper case letters and at least one number.**

Once you have entered the password, click *Sign in*.

2. Download the Teams App

You can download the Teams App to your device and follow the steps to sign in from there. We recommend you do this as it is quicker and easier to use.

Again, use the email address and password provided to you by the school.

Once you are signed in to Teams

Once your child has signed in to Teams, they will be able to see their class – this is their 'team'.

There are lots of different things you can do here but the most important is accessing the live lessons.

When there is a lesson to join, you will see this. Click the lesson (in the blue box):

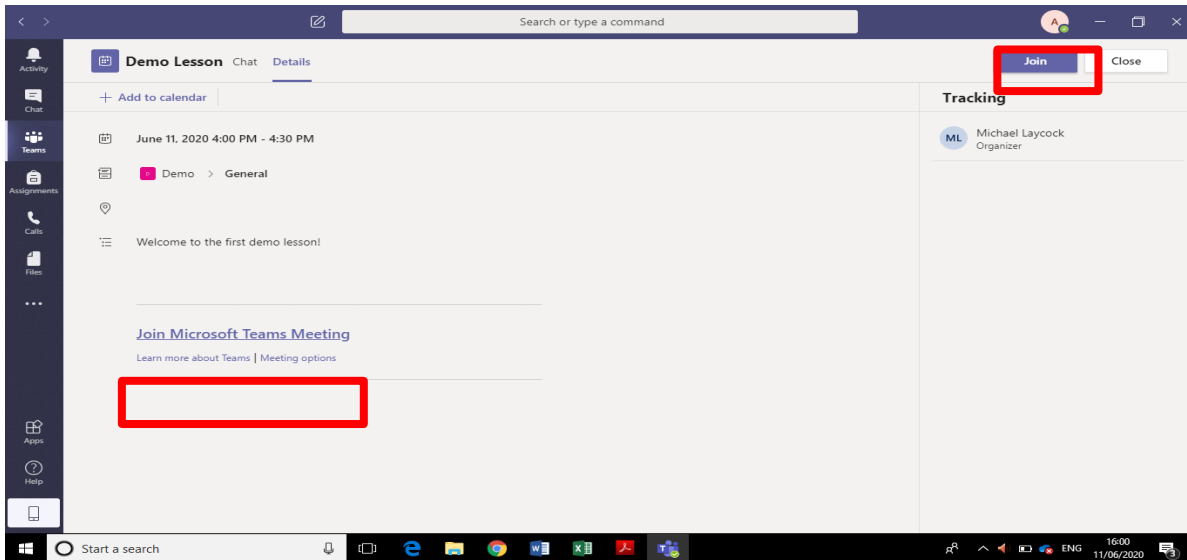


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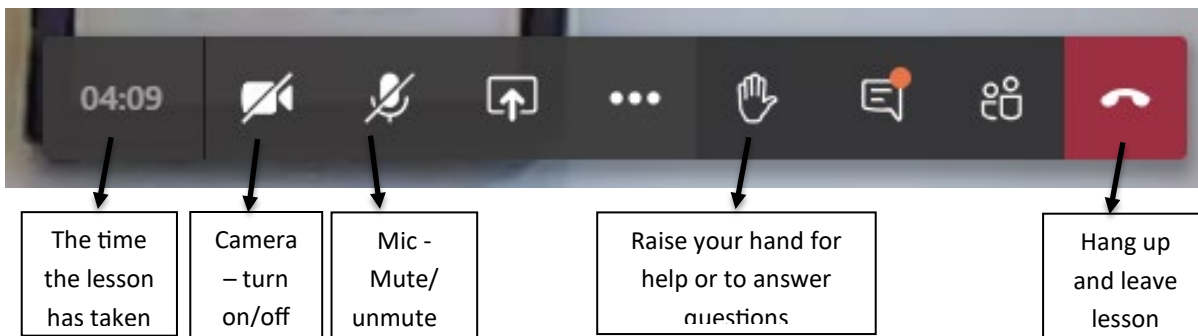
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Then click *Join Microsoft Teams Meeting*:



When you are in the meeting, you will see this box on your screen.



Teachers may also add additional sessions for their classes or groups of children.

We hope that this addition to our online learning offer will support you as parents as well as our children to access the remote learning offer and help our children feel connected with one another and with school. Your class teachers will have ongoing phone calls with you to continue to review the provision and get your feedback.

If you feel you need more support in order to help your child with their school work please contact your class teacher via the school office.

Best Wishes

Teresa Shrestha

Headteacher

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