

# St Mary's Catholic Primary School

«Name»

Year «year»



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Headteacher: Mrs S Barry

Dear Parent / Carer

## Microsoft Teams – On-Line Learning Platform

To further improve our home learning, and provide more opportunities for communication, we are introducing MS Teams as an on-line learning platform for all of our children. This will enable them to access the lessons and materials they will require in the event of having to self-isolate or the school being put into lockdown. Additionally, some year groups may be using Teams to upload details of any weekly homework that has been set, so that you and your child/ren become familiar with the use of Teams.

Microsoft Teams is a central point for parents and children to access their learning tasks. The activities are organised into clearly labelled folders and it is easy to navigate. It also has a chat facility so that pupils and teachers can keep in contact and discuss the learning with each other.

We will be trying to include a balance between online and pen and paper tasks. We understand that a few families may not be able to access the Teams platform at present, and if this is the case, please contact the School Office who will arrange for your child to receive the information via a different method. Please note that at present, teachers will not be teaching live via video link but will be using the chat forum to contact pupils and to give advice and feedback. Children and their parents should submit the work requested through the Teams App. There may be opportunities in the future to use some pre-recorded or live video sessions, but there are no plans for this at present.

**At the end of this letter, you will find an email account and password for your child, which will link to their class team.**

To access this home learning resource, you have several options:

You can access Teams via an internet browser via this link

<https://teams.microsoft.com/>

For the most convenient and accessible solution, we recommend **downloading the app**.

- If you have an **Android or IOS smartphone/tablet**, download the free app to your device from the relevant app store – just search for Microsoft Teams.
- On a **PC / laptop or** you can download the desktop app from this link

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



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Diocese of Portsmouth

After installing / opening the software, you will need to enter your child's email and password which are included at the end of this letter. Once you have entered the details, you will be able to see your child's 'Team'. Within this team you will see a channel called 'General', and other channels depending on which class they are in.

**Please note:**

- The log in is for one child only. They will be able to see the work set, and to upload their work once it has been completed.
- If you have other children, they will need to log in separately to see their class' lessons and then upload their finished work.

Attached is a Parental agreement for online learning, and we would be grateful if you would read and then complete and return the Parental Consent form as soon as possible. This confirms your permission for your child to participate in remote learning using Teams.

Finally, please be aware that we, as a staff, have worked hard to learn how to use Teams, and we would ask for your understanding if there are hiccups along the way. Please advise if any links do not work, or if any emails do not permit login.

Thank you so much for your continued support.

With kind regards

Sandra Barry  
Head Teacher

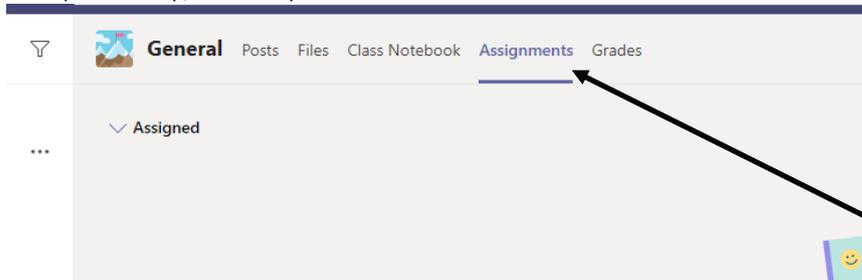
**Email account: «email\_»**

**Password: «PASSWORD»**

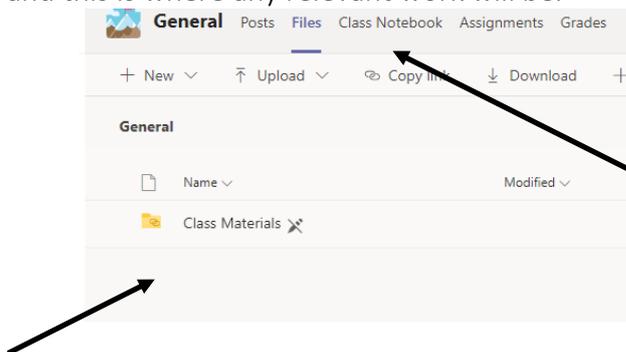


## Using Microsoft Teams

- Log into Teams, either on the app, or using your internet browser
- You will be able to see your Team, which if you click on it you will see a channel called 'General'.
- When you click on General, you will see tabs across the top. **General – Posts – Files – Class Notebook – Assignments – Grades**
- In the 'General' channel your child's teacher will post any general messages and any weekly Assignments will pop up in here. We ask assignments are completed and handed in by the due date, this work will then be checked by the class teacher. Any comments on the work will be returned to your child through Microsoft Teams.
- To find details of the work that has been set for your child, you need to click on 'Assignments'. Here you will find information about the task, including when it should be completed by, and any links or files which need to be looked at.



- Additionally, your child's teacher may have uploaded documents which may be needed for a lesson, and these can be found in **Files**. Within files, there is a folder called **Class Materials**, and this is where any relevant work will be.



- Your class also has a Class Chat facility, whereby children can ask questions or chat with their friends or teacher. It will be carefully monitored, so please remind your child about how to keep safe online and our school rules;

**Ready Respectful Safe**

# Parental Agreement for Online Learning

At St Mary's, we aim to use technology to provide online learning in the event that a class or the whole school has to self-isolate.

We understand that the learning will be done in your own home, which makes it very different to the normal school. Please read the following so you are fully aware of the rules so we can allow the online learning to take place safely.

- We will be using Microsoft teams as our remote learning platform. All of staff are trained in using Teams.
- This is a new way of working for our staff, so we ask for your patience as we develop online learning as part of our blended curriculum, should we need further home learning situations.
- We want to encourage positive use of technology in the home, so whilst the rules are to protect children and staff, they are also there to model safe use of technology in the home. We will teach children these rules in school, but as the adults in charge at home, you need to reinforce these messages when your children are using Teams for their learning. As children become more confident with using online learning, you will need to monitor how they are using them, particularly as they become older and are keener to be more independent.
- Please note that the school is not responsible for the quality of your online learning connection. This relies heavily on your internet connection at home and the device that you are using.

## Code of Conduct

Please read these rules and complete the permission slip to indicate that you agree to these points and that you will support your child to follow these rules.

- I will only use school technology for school purposes as directed by my teacher.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at St Mary's School.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any school content on social media platforms.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- If audio / video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any pupil who missed the live conferencing.
- I will only take part in 'live' streaming if an adult at home knows that I am doing it.
- I will continue to follow the rules regarding my use of technology as outlined in the school's Pupil Acceptable User Agreement.
- I understand that these rules are designed to help keep me safe and that if they are not followed, my parent may be contacted and school sanctions applied.

## HOME LEARNING AGREEMENT

Please return to your child's class teacher as soon as possible.

Name of child/ren \_\_\_\_\_

Class/es \_\_\_\_\_

**I agree to ensure that my child follows the code of conduct outlined in the Parental Agreement for Online Learning.**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_/\_\_\_/2020

Please advise which type of device your child /ren will be using to access Teams at home by circling the appropriate option.

Computer or laptop / iOS iPad / Android phone or iOS phone / Android tablet