



Birches First School

Believe, Grow, Succeed



An introduction to using Teams to support your child's remote learning at Birches First School.



As you know, from Monday 1st February will be using the online platform Microsoft Teams to support remote learning. Some of you may have experience of using with Teams in a work capacity, others will have no experience. Therefore, we have put together this user guide to help get you started. Online or 'virtual' meetings can be daunting for some people, please don't worry – we will do all we can to support parents and pupils. As a school (and as individuals) it is important that we begin to develop the skills we need in order to keep pace with an ever increasing online world of working.

What is Teams?

Teams is a Microsoft product, part of their 'Office 365' suite of apps. It is an online platform designed to facilitate 'virtual' working and meeting where face to face isn't possible. During the first national lockdown and school closure in 2020, the government released funding to encourage and enable schools to set up these online platforms which could then be used as a 'virtual classroom'.

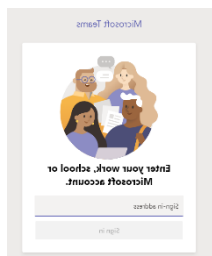
How will Teams be used?

At Birches, in time we envisage using Teams;

- To set assignments for pupils, including sharing pre-recorded lessons
- As a platform for children to hand-in work to teachers
- To enable teachers to provide quick feedback to pupils
- For live class 'meet-ups', enabling staff and pupils to have face to face contact
- For parent / staff meetings, enabling us to maintain our strong home school links

Teams can be used on a computer/laptop, smart phone, tablet and some functions can even be accessed on an Xbox One or PlayStation 4. Hopefully this means that we are able to overcome 'digital barriers' in most cases.

Getting started



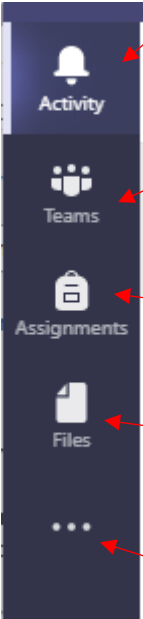
You will receive login details for your child from school.

You will need to download the Microsoft Teams App to your laptop from your internet browser or from the App Store to your tablet / phone / device.

Enter your child's login details and password to set up their account.

If you have more than one child and/or have your own Teams account, you can move between accounts on your device via the Teams app. If using a laptop, you can sign out from one account and sign in under another.

Teams will open and you will see a screen with the Teams your child belongs to on the main screen (E.g. Year 1, Year 2 etc). To the side (or bottom if opening on a device) you will see a menu –



Activity – clicking here will show you any activity that has occurred on your child's Teams such as chats, scheduled meetings and assignments that have been set etc.

Teams – Most children will only belong to their class 'Team'. Click here to access it and join conversations, meetings etc. There will be a 'general channel' for general activity and a Meeting channel – meeting links will be found here.

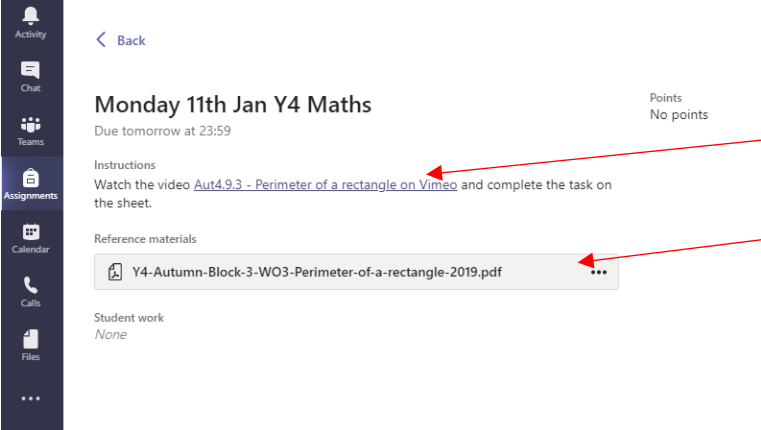
Assignments – Assignments are set here – click to view the task, instructions, any videos or other resources. You can also hand in your work here and read the teacher's feedback (see more on Assignments below)

Files – Your child's teacher might upload some useful class documents here, spelling lists, words to learn etc.

More options – By clicking on the three dots you can access some other apps including a calendar – any scheduled meetings can be found here.

There may also be a 'chat' option on the above bar – dependant on whether this facility has been enabled for that Team.

Assignments



Monday 11th Jan Y4 Maths
Due tomorrow at 23:59

Instructions
Watch the video [Aut4.9.3 - Perimeter of a rectangle on Vimeo](#) and complete the task on the sheet.

Reference materials
Y4-Autumn-Block-3-WO3-Perimeter-of-a-rectangle-2019.pdf

Points
No points

Student work
None

Work to be completed will be set here. You can see there is a video to watch within the instructions. Alternatively, the video may be attached as a linked material underneath. Here you can see Y4 Autumn Block 2 attached under materials.

Handing in work (the below images are how work is handed in on an iPhone. The steps are the same on a laptop.)

Click on the Assignments icon and open the assignment you have completed...

To hand in work, click on 'Add work'.

Select where you want to add work from.

Here I've selected 'Upload from this device' which will allow you to add work from a laptop or add a photo of the work from your phone or tablet for example.

Select the file or photo you would like to submit and add. They will appear in the 'My work' section. Repeat if there is more than one file / photo to add.

Your child's feedback will appear here. If you turn on 'notifications' you will be alerted when feedback is given. Teachers will endeavour to provide feedback in a timely manner. However, for assignments handed in past the due date, feedback may not given.

Joining a meeting

We will be introducing regular live class 'catch-ups' to enable the children at home to have face to face contact with each other and staff. These will not be taught lessons, more a chance to 'touch base' and ask any questions but most importantly to support pupil wellbeing.

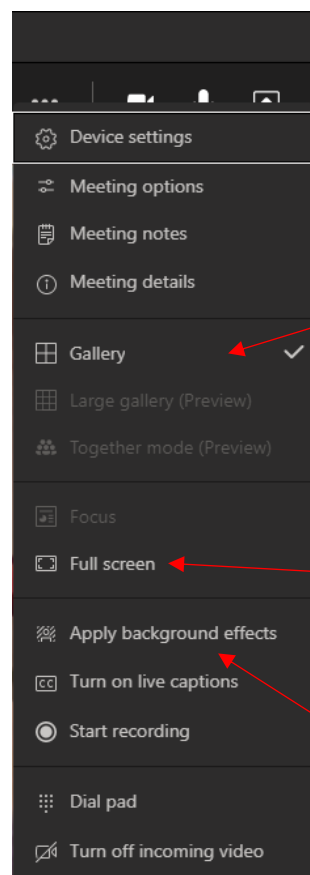
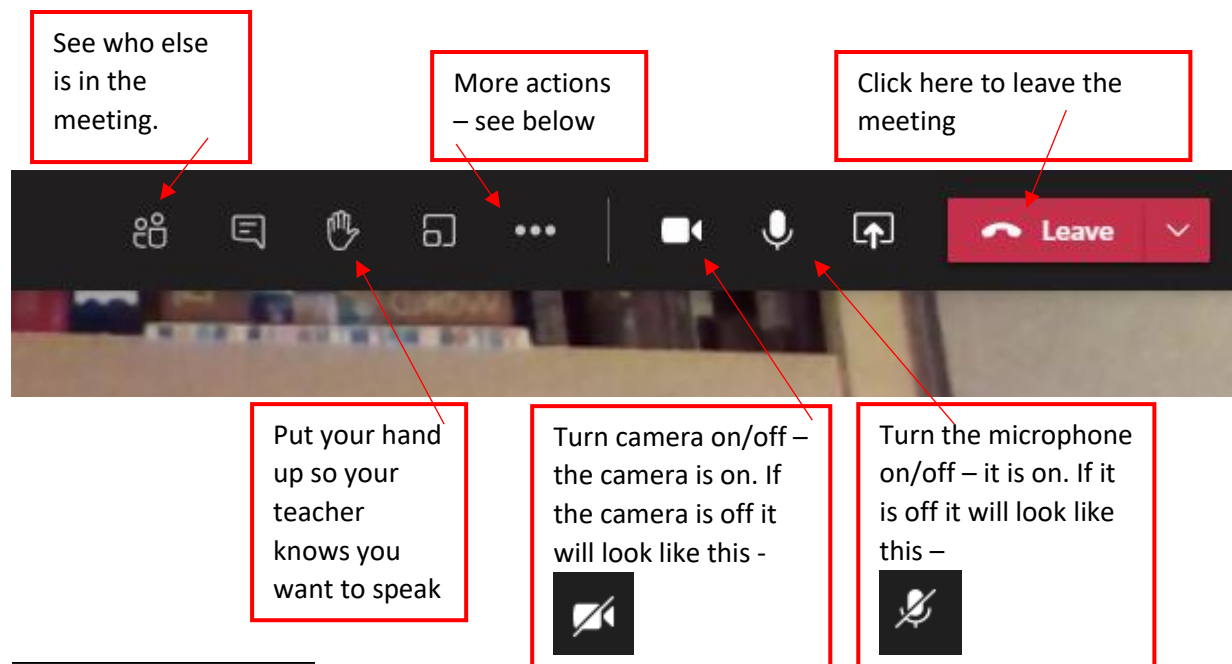
If a meeting has been arranged in advance, the meeting will be shown in the Team's Meeting thread.

Click on the three dots to the right hand side of the meeting event to access the join option. A 'join' option may pop up on the page once the meeting has started. If your child hasn't joined the meeting, staff will 'call' the child, inviting them to join.

Once you have clicked 'join' wait until a member of staff lets you in. Please be aware that due to safeguarding, to ensure children only join when there is a member of staff present and only Birches staff or children are able to access the meeting, staff are required to manually admit children to the meeting which may take a few moments. We appreciate your patience!

Once in a meeting, children have some options.

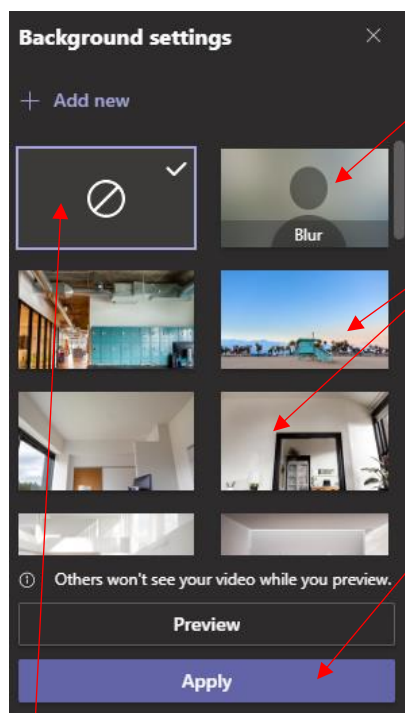
The bar at the top will look as follows (it may be at the bottom/side on a phone/tablet);



If you click on the three dots on the top bar (as above) it will open up 'more actions'. Here you can change the view to allow you to change who you can see.

You can select 'Full screen' to make the screen bigger and clearer.

Here you can change your background. This means that other people on the meeting can't see the room behind you. You can blur the background or add an effect. See below for more. (Blur or change background is only available on a laptop if you have downloaded the app.)



Select 'Blur' or the background effect of your choice. You can preview it first if you would like to – whilst you are previewing, your camera will be turned off to anyone else in the meeting.

Once you have chosen the background effect you would like, click 'Apply'.

If you decide you don't want one after all, simply click here.

The appearance of Teams may differ depending on the device you are using. However, the functionality should be the same. For information on how Teams can be accessed via an Xbox One or PlayStation 4 please following this link; <https://m.youtube.com/watch?v=mfrSCeedsmE>

As we know – technology is a wonderful thing but we have all used it enough times (and experienced our own issues!) to know that there are likely to be teething problems! Once set up and established, we are confident that the platform will be very effective in supporting the link between home and school during any periods of remote learning. However, this is new to us all – parents, children and staff and we may all have to be a little patient with each other while we adapt! We thank you in advance for this.

We hope the above is helpful to you in getting started with Teams. We appreciate that on first glance it may look a lot! However, once up and running we hope you will quickly get the hang of it all. The children constantly surprise us and as part of the digital generation they will probably be in the swing of things quicker than we think!

If you require any further support please don't hesitate to contact iferretti@birches.staffs.sch.uk

Please see below for important rules for ensuring the safety of all when using Teams.

Rules for pupils and staff to ensure safety when using Teams – please ensure you talk through these with your child in a way suitable to their age / level of understanding. Please remember, using Teams you will have consented to the expectations of our Remote Learning Code of Conduct.

- Always ensure you are wearing suitable clothes and that you behave safely and appropriately during the meeting
- Always join a Teams meeting in a living space in your house – please do not join in bedrooms or bathrooms
- Speak appropriately – do not say anything rude or inappropriate
- Be mindful of others – do not make comments or use ‘emojis’ in any chats (if available) or conversations that could be unkind or upsetting to others.
- Just like when we are in school – we should carry on following the Golden Rules
- Never join a meeting unless a member of staff is in it. If there is no member of staff in the meeting, please leave straight away and wait for another invite
- Make sure brothers, sisters, Mums, Dads and any other people in the house know you are in a Teams meeting so they don’t say anything they wouldn’t want the rest of your class to hear
- Do not record or take screenshots of any meetings or content
- Only school accounts will be allowed to join meetings so please ensure you use the correct account
- Be kind – staff and children are all getting used to this way of working and it will take us all time! If we make a mistake or take a while to do something, please be understanding and supportive