



8<sup>th</sup> December 2021

R.e. Parent/Carers Guide to Using 'Teams'

Dear parents/carers,

This letter will explain and detail how to access your child's homework and any home learning through the 'Teams' App.

Login details

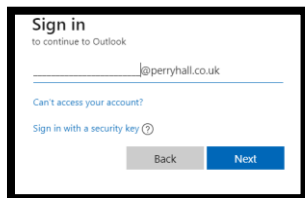
Please find attached to this letter your child's username and password to access the Teams App.

Logging on to 'Teams'

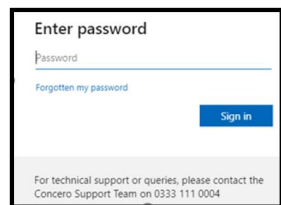
For homework, if necessary home learning and for pre-recorded videos your child will need to access an online platform called 'Teams'. Follow the steps below to log your child onto Teams.

Go to [www.office.com](http://www.office.com) and click to sign in

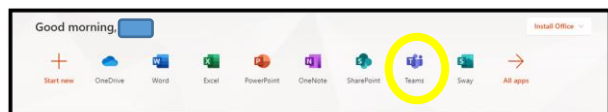
Here you will need to enter your child's new log in email address.



When 'Next' is clicked, you will be prompted to enter a password. Your child's password will have been created within school and is attached. Please let your child's class teacher know if you have any problems with the username you have been given.



Once logged in successfully, your child will then be able to access the apps below and lots more. The apps shown below are the apps that your child will have seen in school.



Your child's teacher will be using the TEAMS app, to set homework and where your child, if necessary, will need to access their remote learning. Any pre-recorded performances may also be shown here.





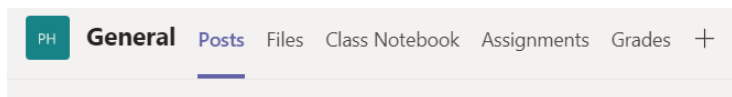
Dependent on what device you are on, will depend on how you access Teams.

- If you are working on a **mobile phone**, you can go straight to the App Store and download the Teams App and log in as shown above using your child's login details.
- If you are on a laptop / tablet, please follow the steps above by typing in the web link and then click on 'Teams' as shown above.

### Once you've logged into Teams

Once you have successfully logged on to Teams, your child will have been added to a 'team' which will already have their school teachers and classmates in – they will have seen what this looks like in school.

- You will see a variety of tabs at the top of the screen when you log in:



- When you first log in, you will always appear in the 'General' tab. It will also automatically place you in the 'Posts' tab. This is where your child can communicate, regarding their **learning only**, to their **teacher** as a chat (messenger). This is not a social media platform and unnecessary emoji's should not be used.
- The 'Assignments' tab is where your child's learning activities will appear (whether this be homework or remote learning). These are assignments that your child completes on their electrical device before submitting them back to their teacher to be marked.
- Whenever a comment is made by your child's teacher or whenever an assignment (piece of homework) is set, your child will receive a notification therefore they will not miss out on anything.
- Submitted assignments will be responded to by your child's year group staff via Teams.

If there are any problems accessing homework or home learning or pre-recorded videos via Teams, please e-mail your child's year group e-mail, or phone the office so that your child's teacher can support you with solving the issue as quickly as possible.

Yours sincerely,  
Mrs C. Gibbins  
Head of School