



18<sup>th</sup> November 2022

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

Dear parents/carers,

To support your child in consolidating their learning of phonics in RWI (Read Write Inc), weekly videos and e-books will be uploaded onto the 'Teams' App. These videos and books relate to the sounds that your child is learning in school each week. By watching the videos at home and reading the corresponding book, you will support your child in developing reading fluency, accuracy and learn the set 1, set 2 and 3 sounds.

This letter will explain and detail how to access your child's RWI phonics videos and e-books through the 'Teams' App. These links will be sent out every Wednesday on Teams.

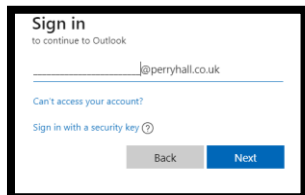
Login details

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

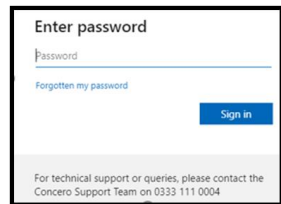
Logging on to 'Teams'

For links to RWI (phonics) videos and books that your child has been learning each week, your child will need to access an online platform called 'Teams'. Follow the steps below to log your child onto Teams.

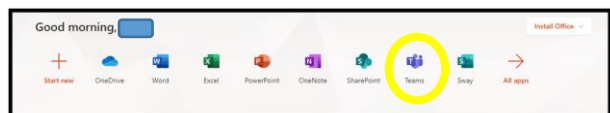
Go to [www.office.com](http://www.office.com) and click to sign in  
Here you will need to enter your child's new log in email address.



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 share video links for the phonic sounds they have been learning each week and a link to the e-book for them to read at home alongside their weekly book bag book.

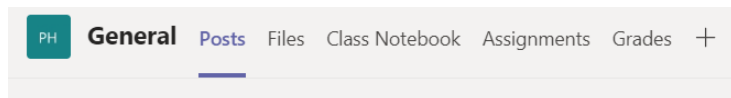
Dependent on what device you are on, will depend on how you access Teams.

- 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 have their phonics teacher and phonics groups classmates in.

- 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 homework activities will appear around their weekly RWI learning.

If there are any problems accessing homework or home learning or pre-recorded videos via Teams, please speak to you child's class teacher so that they can support you with solving the issue as quickly as possible.

Yours sincerely,

Mrs C. Gibbins  
Head of School