



Parent's Guide to Microsoft Teams



Microsoft Teams is digital platform that lets teachers keep in touch with children remotely. They can access activities and assignments to complete and use apps such as Word and PowerPoint from home in the event of whole classes having to isolate due to COVID-19. All of this can be accessed by your child by simply logging in to Microsoft Teams using the email and password that has been sent home.

Microsoft Teams is a safe and secure environment that lets teachers from St Luke's communicate with pupils, share files, videos and useful websites and give feedback directly to the students. There is also a function to schedule safe, secure video meetings/conferences for children in the class, or with groups smaller groups of children. (For further information on this, please refer to the Distance Learning Policy, Safeguarding Policy, Acceptable Usage Policy and GDPR Policy).

St Luke's staff will use Microsoft Teams for home learning during whole class isolation/closure when they think it is appropriate to do so. This will operate alongside Class Dojo, which should be the first port of call for keeping in touch with teachers.

Sign in methods:

1. teams.office.com (Web Browser)

You will be asked to sign in to Teams. Sign in using your child's school email address and password that has been provided. You may be asked to change your child's password upon logging in. Please keep this written down somewhere safe and never share this with anyone else. Once you have signed in, you may be asked to download the app to use Teams in the future. You are responsible for protecting your child's password. School is unable to keep a record of the passwords.

2. Teams App (Desktop computer, laptop, tablet etc.)

You can download the Teams App on to your computer, laptop, phone or tablet. This makes it quicker and simpler to log in and has more functions than using the web app. Again, sign in using your child's school email address and password that has been provided. You may be asked to change your child's password upon logging in. Please keep this written down

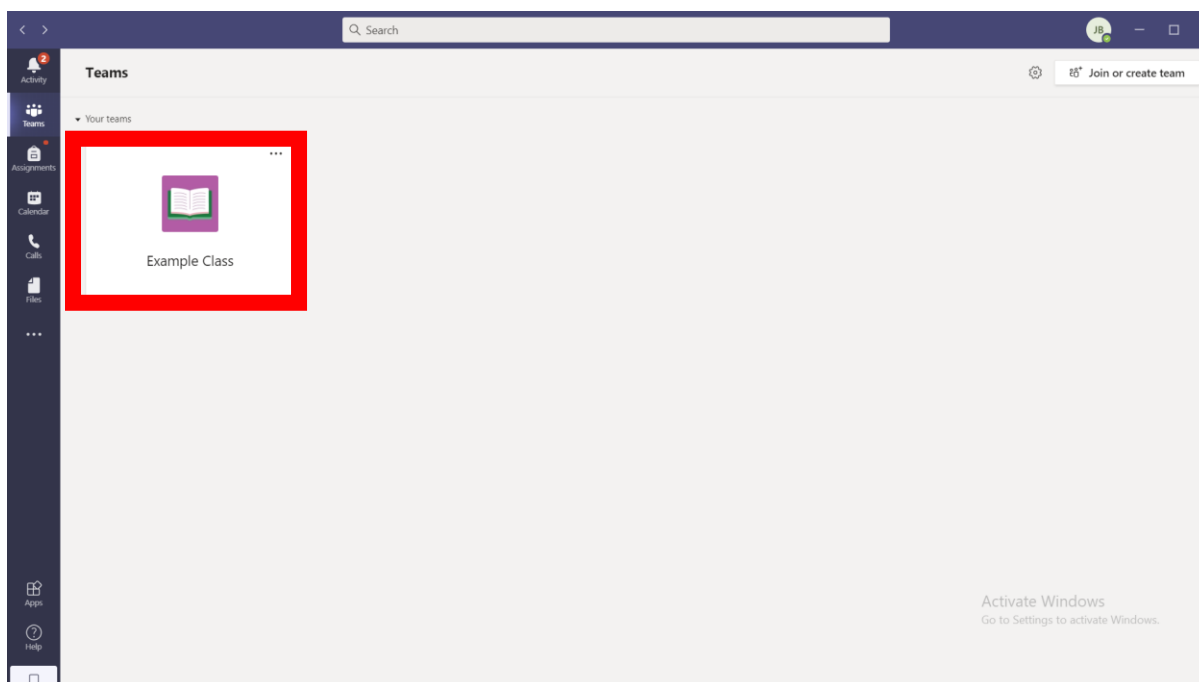
somewhere safe and never share this with anyone else. You are responsible for protecting your child's password. School is unable to keep a record of the passwords.

Finding Your Way Around Microsoft Teams

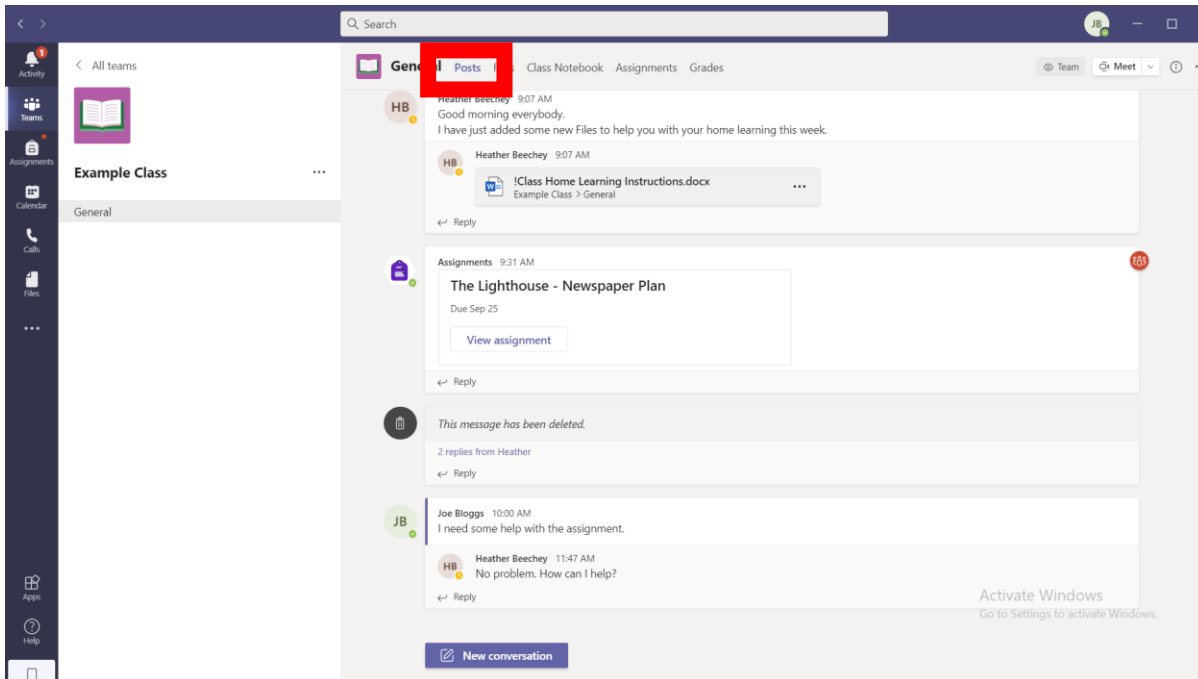
My Teams

Once your child has logged in to Teams, they will be able to see their class which has been pre-made for them by their class teacher. Essentially, the word "Team" is just another word for "Class". If you cannot see your child's class, please contact the class teacher who will be able to add them in.

Click on your child's class to begin.

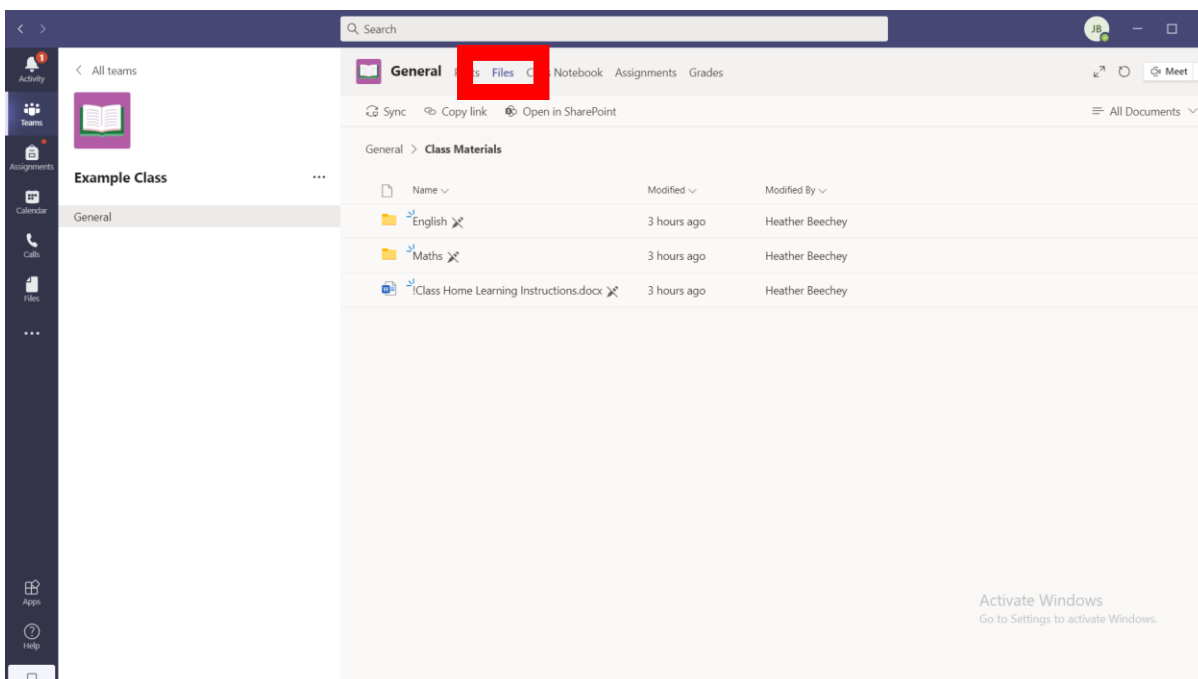


Posts



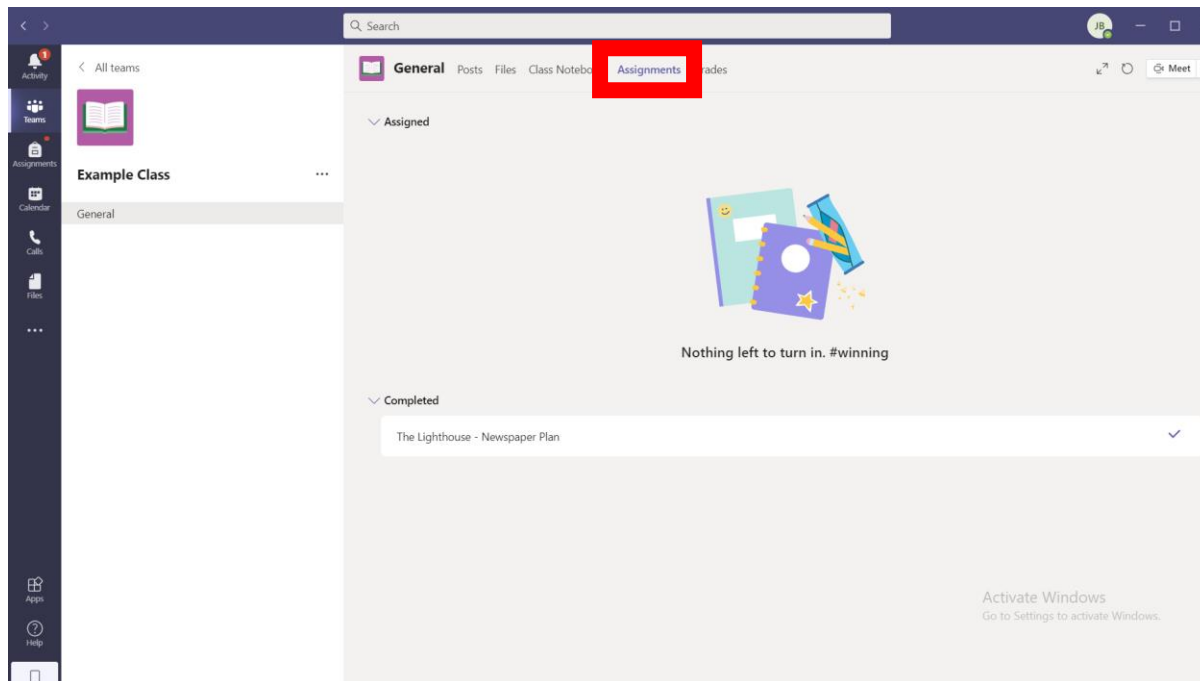
Here you can see any posts from teachers, any resources to help your child or assignments that have been set to complete. Children in the class can ask questions to the teacher here if they need any more help.

Files

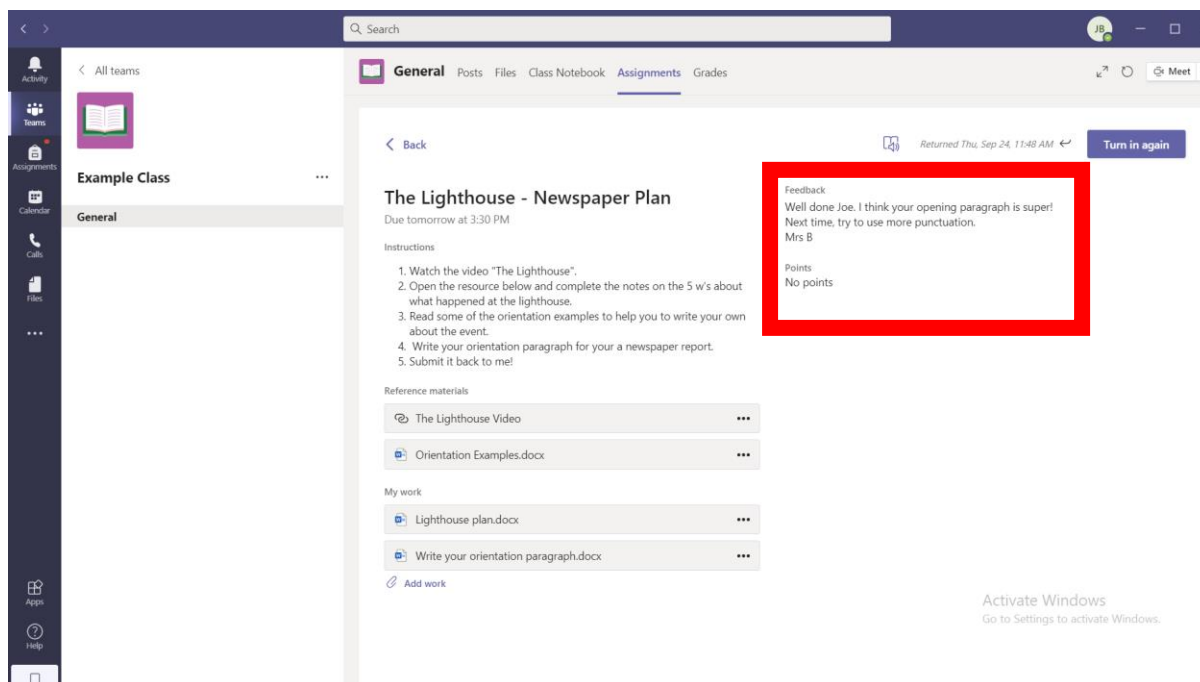


When you click on files, you will be able to see resources that have been uploaded to help your child with their home learning. There may be worksheets to complete, videos to watch or materials to read.

Assignments

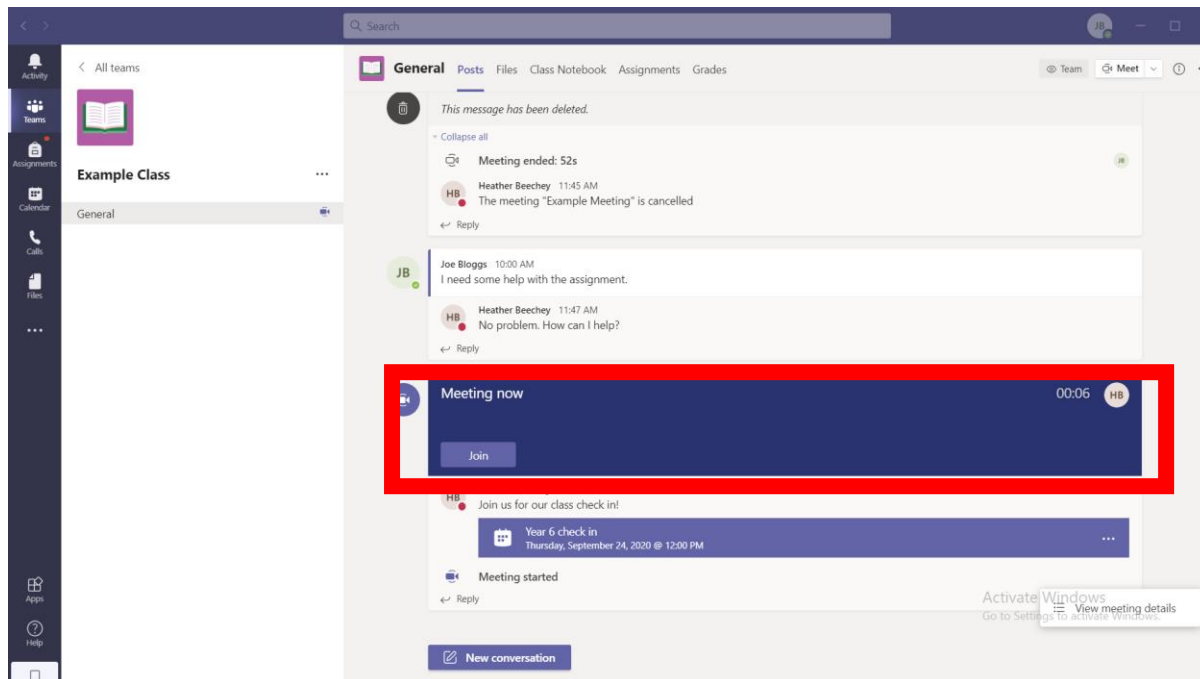


The teacher **may** choose to set an assignment for the pupils in the class through Teams. Click the “Assignments” tab at the top to see is anything has been set for you. Follow the instructions on the assignment to complete work and submit it back to the teacher. The teacher can then give feedback for this work. Only the class teacher will be able to see your work. You will receive a notification on Teams to tell you when work has been seen by the class teacher.



Video Conferencing

Teachers will be able to communicate with pupils using the inbuilt video conferencing system on Microsoft Teams. Within the Team, the teacher can decide to host a meeting for the children in the class. The meetings will be determined by the teacher at a specific time and date. Students will be instructed to join the meeting by clicking the “Join” button that will appear on the “Posts” section. This will only be available to use once the meeting has started.



Once you have joined the call, you will see a screen which allows you to turn on your microphone and camera, raise your “virtual hand” if you need any assistance, and ask any questions on the chat function within your class.

No meeting will start without two members of staff present on the call. Teachers will record the meeting for safeguarding purposes.

A responsible adult or guardian/adult must be present on screen with their child. Meetings will not continue if an adult is not present.

For more information on rules and expectations for video conferencing, please refer to the school’s Distance Learning Policy.

Private Chat

Please note that private chat functions have been disabled for the children. All communication on Teams is monitored by staff. Children should only use Teams to communicate with teachers during school hours.

More Information

For more information on rules and expectations for video conferencing, please refer to our Distance Learning Policy.