

Dear parents and carers,

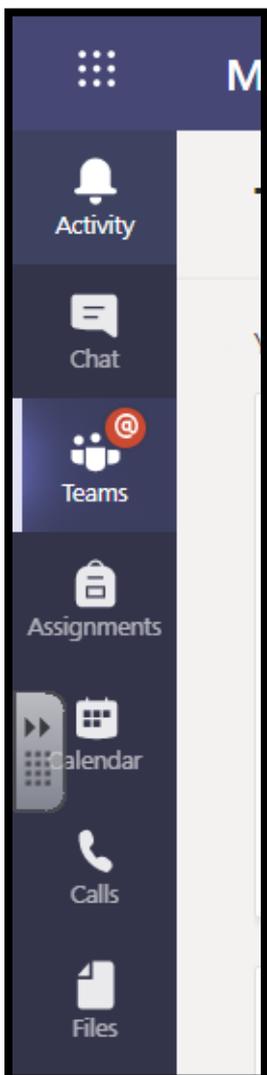
As discussed please see some further guidance regarding teams and how we are using it, to help you. Further guidance is being put together and I have a parent working group supporting me so I can see what challenges are being faced at home.

Firstly you will need to log on to teams following your child's details sent out via e-mail in a word document, in December, which was titled with your child's name.

I think most of you have done this but if you need these details sending again please do not hesitate to contact us.

Function bars

- Once in teams you will see two bars of functions.
- One bar is at the left hand of the screen. Shown below:



Activity – will show you any form of activity that is linked to your child's team. It alerts you to anything new

Chat – this is the function we would like pupils to communicate with each other by. **Can you be mindful that this really should be monitored by parents as some year groups are experiencing pupils chatting from very early on in the morning, and it has been reported that some pupils are finding this overwhelming as they feel the need to read all the messages to catch up**

To chat directly with the teacher, click new chat  button and type in your year group which will bring your teacher's email up

Teams – shows you the teams your child is in. This should show your child's year group and the Headteacher team which will later be used for assemblies and Philosophy sessions

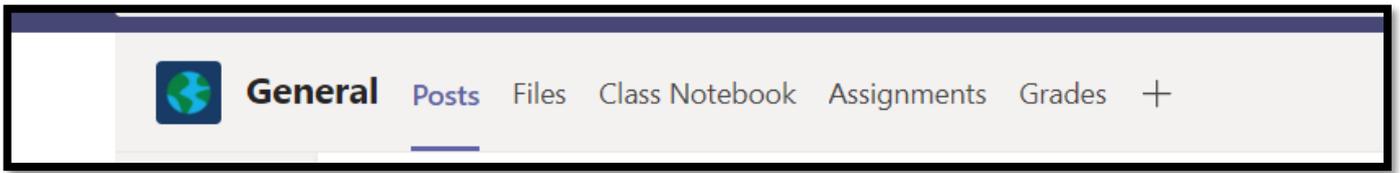
Assignments – shows a list of assignments linked to your team but we will concentrate on using the assignments tab in the second bar (demonstrated below).

Calendar – will show any live meetings that your child has been invited to. These will increase over the coming weeks

Calls – we will not be using this function

Files – shows a list of files saved but we will concentrate on using the files tab in the second bar (demonstrated below)

- To access the second bar, you need to click into your child year group team (this is done by clicking teams from right hand bar shown above). It will then be located at the top of the screen. Shown below:



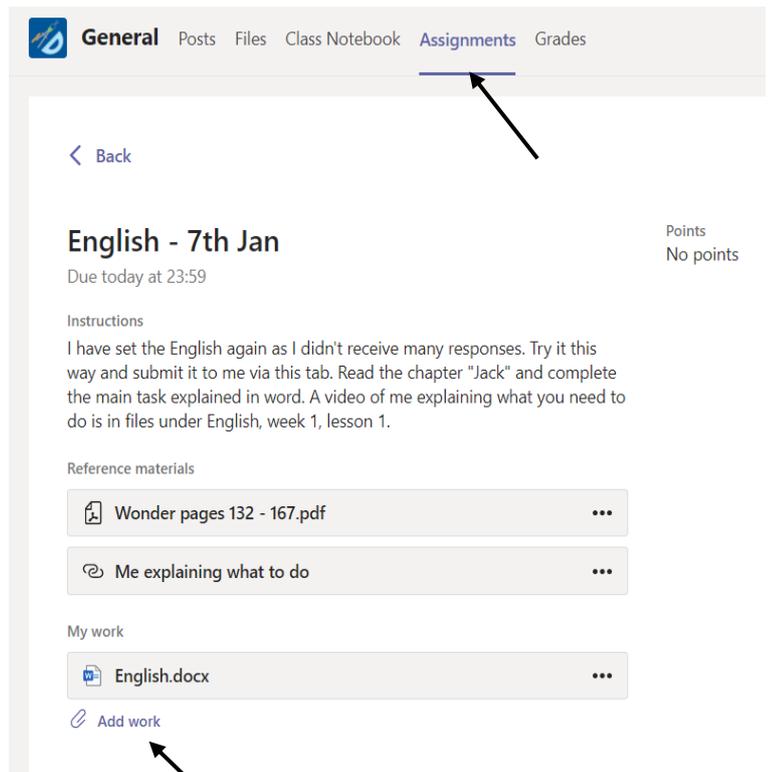
Posts – is a teacher function where a daily summary will be written or uploaded (if by video) of what the day and work will entail. You teacher will also do this live at your allotted time. Please see times below. This is only to be used by the teacher for writing messages.

Files – will be used for any reference documents if not uploaded with assignments

Class notebook – may be used to complete and save work in, if directed to by the class teacher

Assignments – is where most work will be set, and can be edited and turned in (saved) by the individual user. This is also where your child will receive feedback from their class teacher.

To add pictures or attachments use the paperclip function  [Add work](#) where pupils and parents can upload any document or picture from their device. This is located in assignments once you have clicked on the individual assignment. See illustration below



Grades – enables you to see what your child has handed in

Daily live summary time with class teacher

Year 1	9:00 am
Year 2	9:10 am
Year 3	9:20 am
Year 4 and Foundation	9:30 am
Year 5	9:40 am
Year 6	9:50 am

Frequency of work

The daily live summary will share expectations, completion dates and frequency. However for clarity, assignments in Maths, English and Phonics (for EY and KS1) will be daily, with an expectation to be completed on the day. For foundation subjects, assignments will be weekly and can be completed by the child that week.

Completion of work

For any work that cannot be completed on line, or if you do not have access to a printer we will provide exercise books for your child to work in at home. There is no expectation to print you can complete work in the exercise book provided and upload a photo if you wish using the assignments feature (add work) above. The exercise books have been grouped together in your child's year group, in a box, and left at the front of each school site. They will be ready to collect from Friday onward. These will be left out during school hours only.

Communication

Teachers are happy for you to email them on the year group e-mail address but will only respond during the hours of 9 and 5pm. Otherwise they will make contact the next day.

Future planning

Looking forward, we are hoping to introduce live lessons in all year groups from next week which will show in the calendar function (shown in the right hand bar, illustrated above). We are also looking at providing some challenge work for pupils who want to extend themselves. This will not be compulsory.

Thank you once again for your continued support and patience. I hope you have found this information useful.

With very best wishes,

Mrs L Handley

Headteacher