

Girnhill Infant School

'Where everyone is valued and futures matter'



Children/Family Guide for Microsoft Teams

In the event of a class bubble or whole school needing to isolate we wish to share with you how we intend to ensure that your child does not miss any learning during this time, should it happen.

Last half term we invited all of our families to join the SeeSaw app. Please contact school if you have not already done this. Lots of families are already accessing the weekly tasks that class teachers upload every week and it's so lovely to see all the photos and work that is taking place at home. Please keep it coming, the teachers get so excited when they receive work done at home and they always respond to each child.

In addition to SeeSaw, we are asking all of our families to access Microsoft Teams. Below you will find your child's login details. The reason for doing this is that there will still be an expectation for each class bubble to attend a daily class teams meeting with the class teachers to register and to listen to what the days learning activities are. The registration time will be the same time as current class bubble start times, this applies to either a class bubble closure or whole school closure.

We will use the following -

Microsoft Teams - Morning Registration

SeeSaw - access learning activities

Please use and follow the information provided below to set up your child on Microsoft Teams.

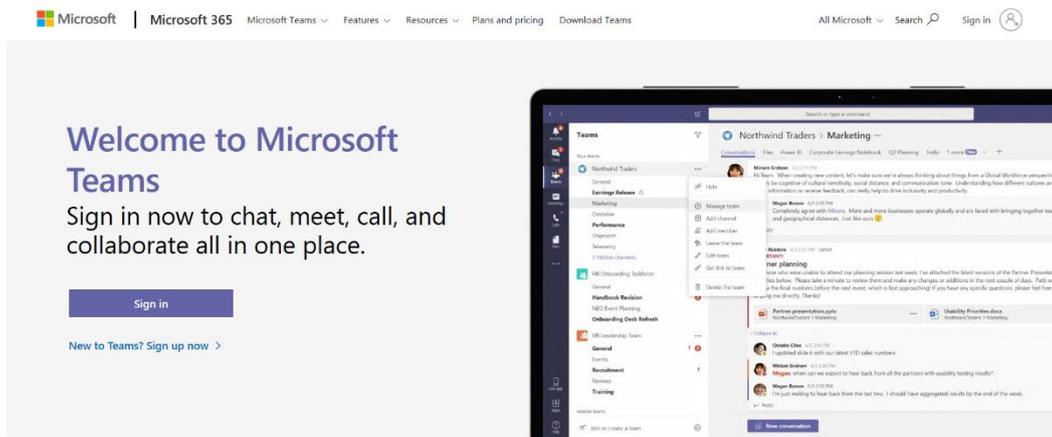
	
<u>Microsoft Teams Login Slip</u>	
Email address:	
Username:	
Password:	
Apple123	

Microsoft Teams is a piece of software that allows 'teams' of people to meet in a private, safe space. As a school, we will begin to use this programme to support the delivery of remote learning, in case of bubble, or whole-school closure.

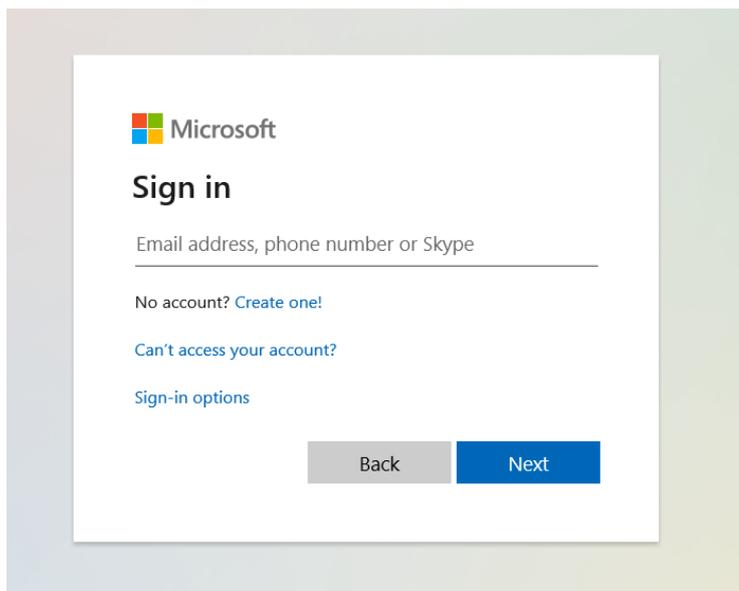
Logging in to Microsoft Teams

Each child has been set up with their own school email address which they will use to log in to Microsoft Teams. A password has also been set up to protect each account. These have been sent home with your children separately.

Google: Microsoft Teams and follow to the login page:



Click 'sign in' and enter your child's email address. This has been sent home on a 'Microsoft Teams Login Slip'



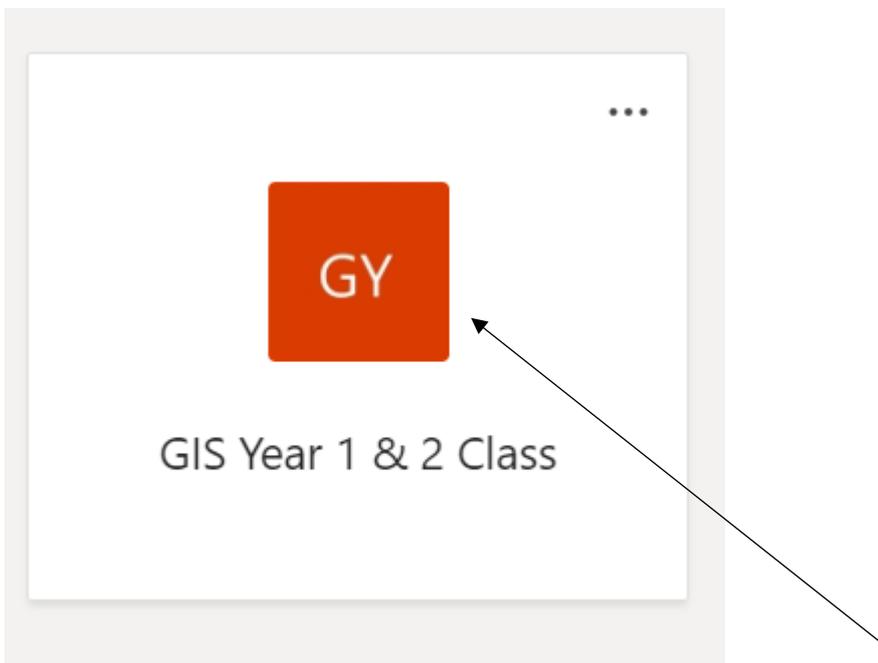
Click next and then enter your child's password and login.

(When using a laptop, you may be asked to download the Teams app - this is optional. We advise that you download the Microsoft Teams app if you are using a phone or tablet from the Google Playstore or Apple App store.)

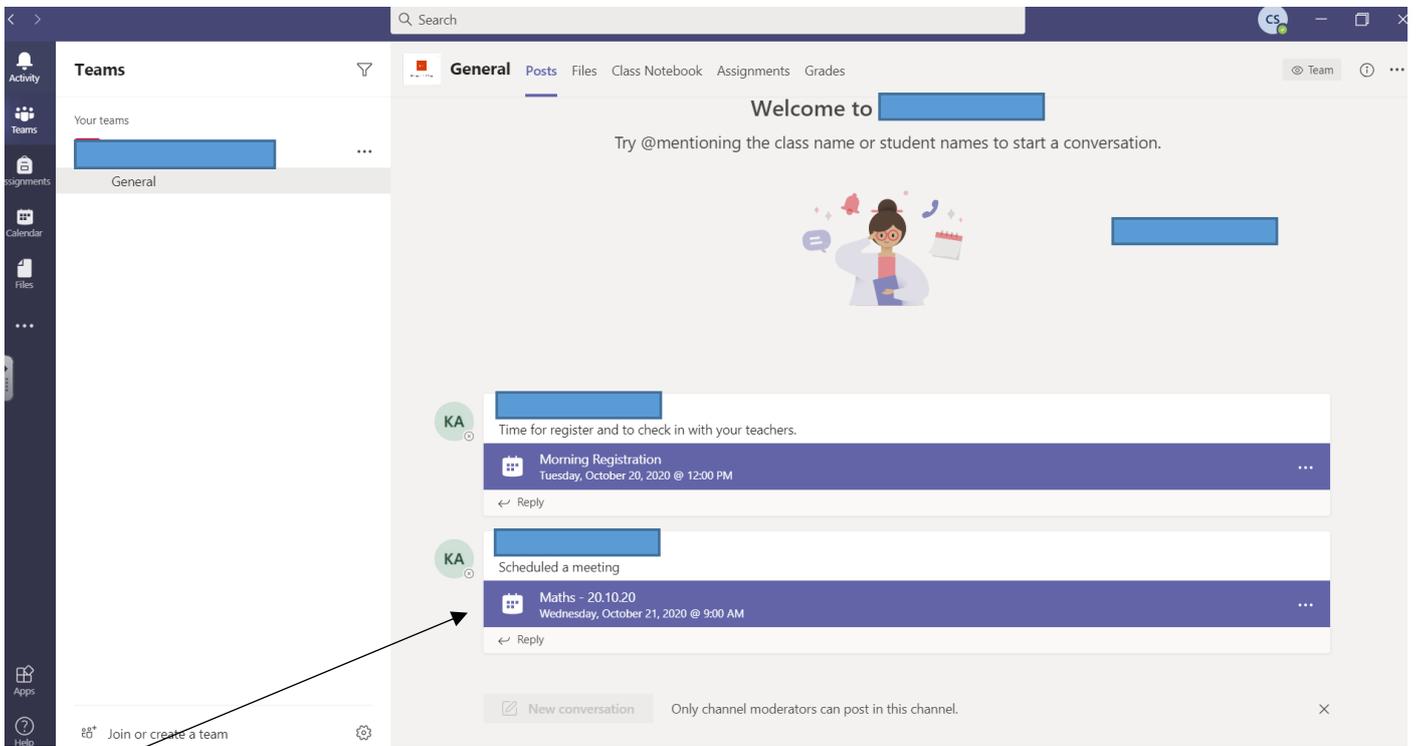
The screenshots shown in this guide have been taken using the web-based application on a laptop but are similar to those using a tablet or phone.

Navigating the App:

Once logged in, you will be presented with the 'teams' that your child has been added to (this will be the class that they are in - most likely with the class name or number or the schools initials and your child's year group).



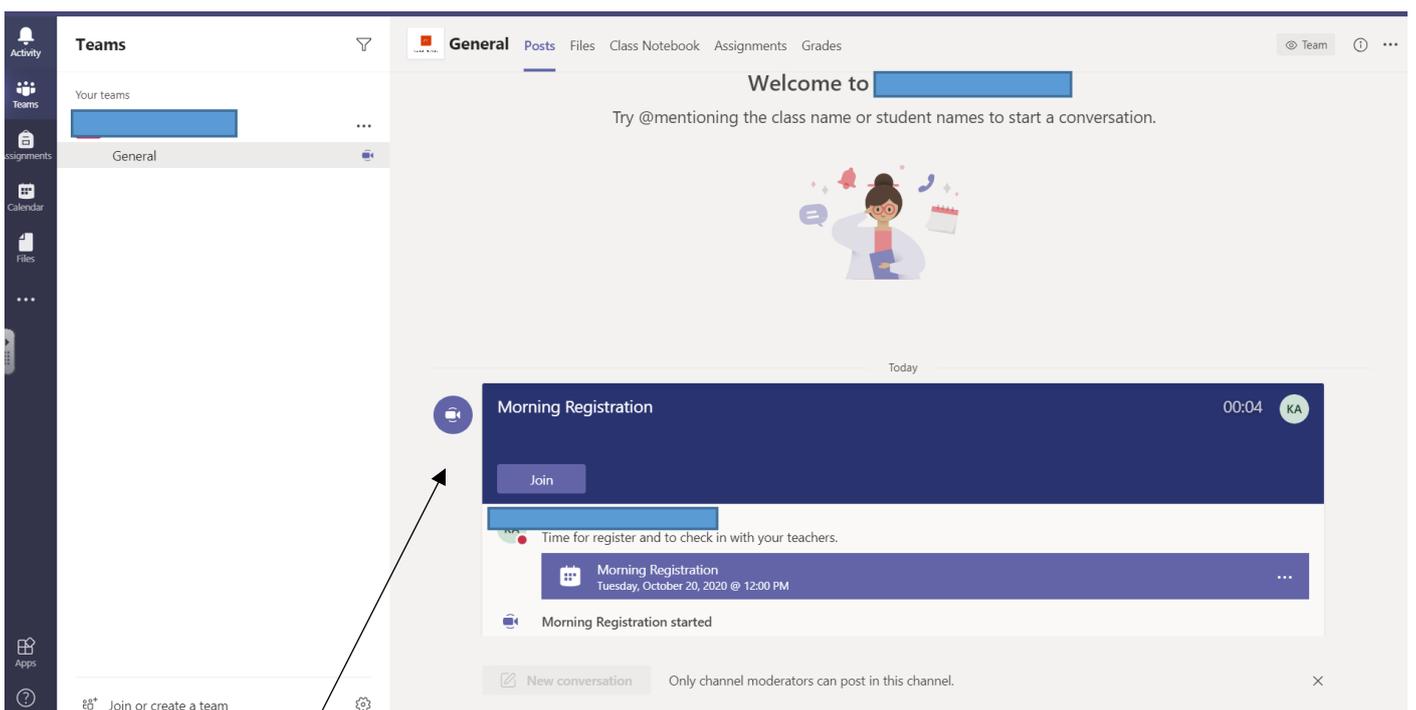
Click into the class to access the meetings and messages which have been sent.



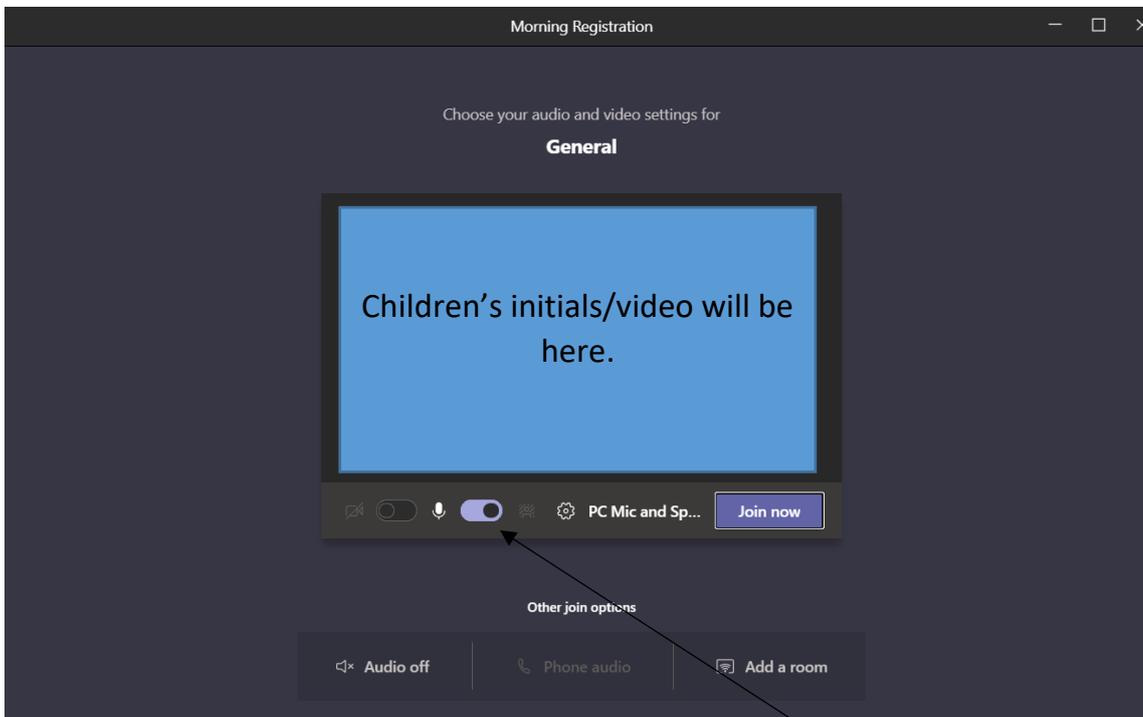
These dark blue bars show meetings that have been set up by the teacher. Your children can join at the time set to meet with their teacher and learn remotely. *The full details of how often meetings will occur is set out in our 'Remote Learning Agreement', which has been emailed to all parents/carers. (Please find additional copy on our school website.)*

Joining and leaving meetings

In order to join a meeting, a member of staff will start the meeting which will then allow children to join.

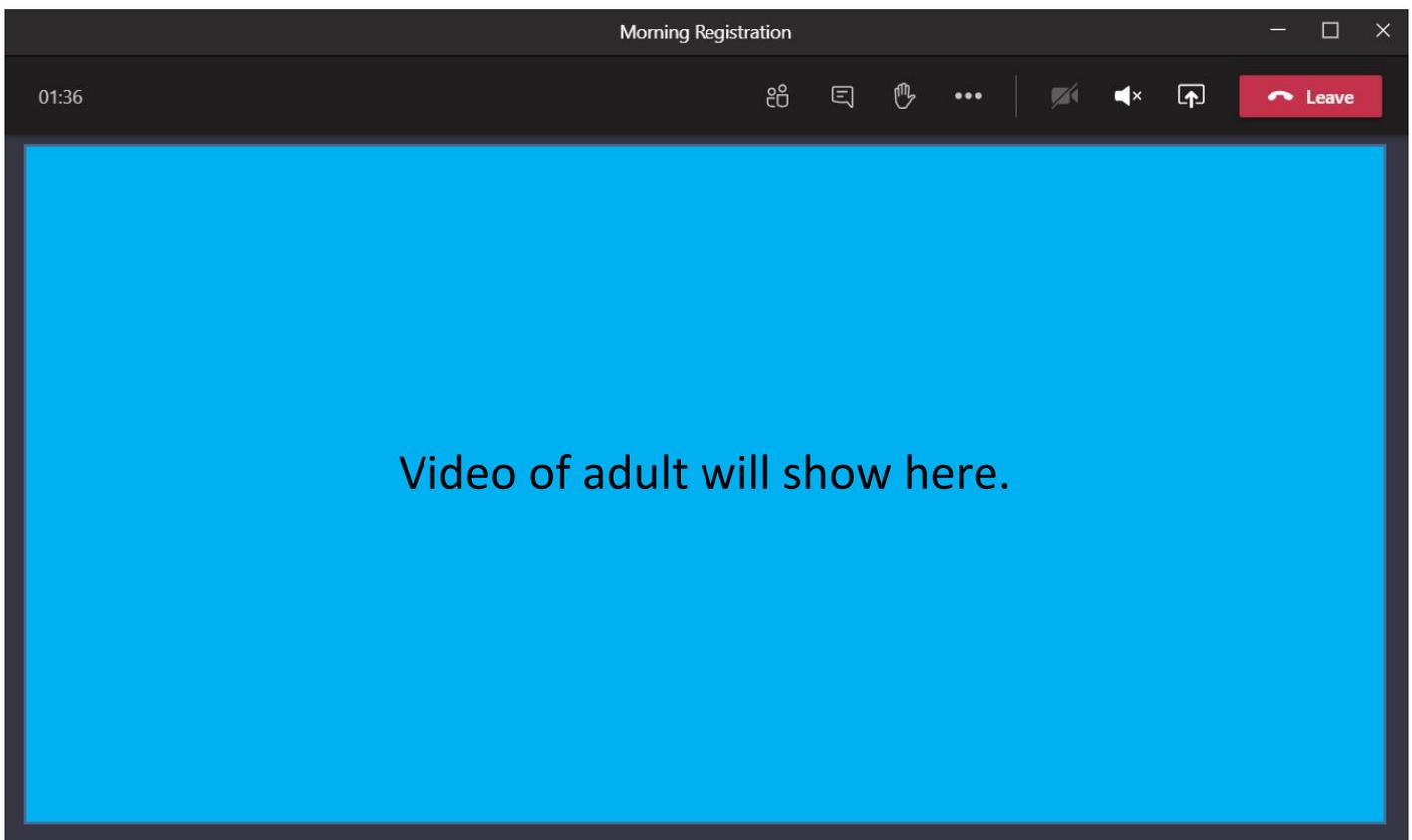


The above image now shows that the meeting has begun. Children can click join to enter.

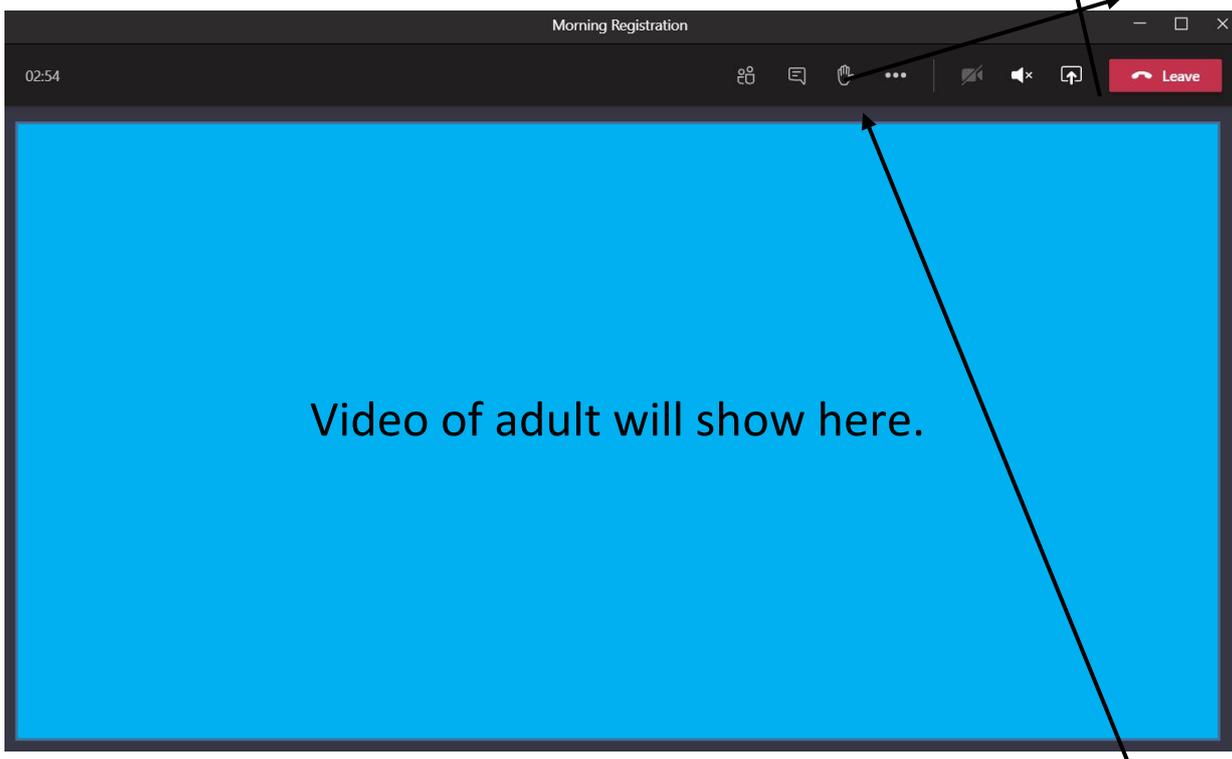
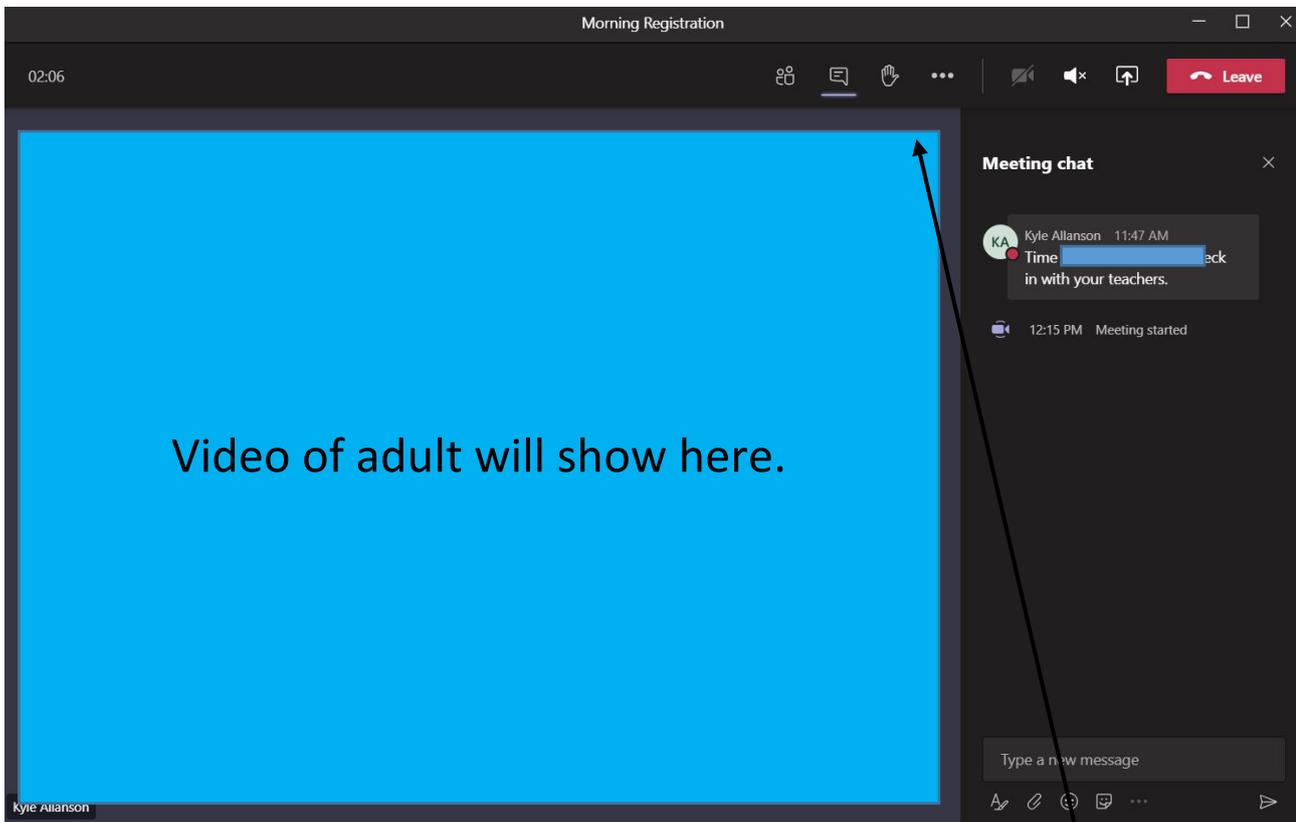


Children will be presented with this screen next. This allows them to finalise their options before entering the meeting. We ask that children turn off their mics before entering. For the majority of meetings, children's videos will be disabled.

Taking part in meetings



Once inside the meeting, children will be presented with the live video of their teacher (the above image shows the video turned off). Children can then listen to the instruction of their teacher - teachers may 'share their screen', which will then show the children images of how to complete specific work.



When the meeting ends, children should click 'leave'. The teacher may end the meeting before children get the chance to leave which will then end the meeting automatically for all children.

We do ask that children **DO NOT** click buttons within Teams that have not been discussed within this guide. This will ensure that the software continues to run effectively and is accessible for all children learning remotely.

Thank you,

The Girnhill Infant School Team.