

Housekeeping Guidance for Microsoft Teams Remote Learning 2020/21

- There are 2 daily Teams meetings which we would like your child to attend. The first one at 9.00 or 9.30 is an opportunity for your child's teacher and support staff to say good morning and to introduce the day's learning. The second one is at 2.30, this one will allow your child to share their achievements if they would like to.
- Teams meetings are for the children's education and well-being; they are an opportunity to keep in touch with their classmates & class staff and to hear about the day's activities. If parents would like to discuss anything additional to this, please contact the class teacher or myself via email separately.

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- Please could the children arrive on Teams ready to learn and dressed appropriately-no PJ's!!
- Please respect the privacy of classmates- as we do in Good Work Assemblies, the meetings are for use in your own home only, not to be shared/discussed on social media.
- The meeting at the end of the day is an opportunity to celebrate the day's achievements, please feel free to email the teacher any photographs of the days learning that you would like to share. Alternatively, you can upload work in 'Assignment' - 'attach my work'
- Within Teams 365, there is an opportunity to stay connected throughout the day via the 'conversation' option. This has proved successful for sharing progress and updating class staff on your child's efforts. It also allows the staff to reward and motivate children through the use of emojis and words of praise. Please feel free to use this to communicate with peers and staff, but be mindful that this is a 'whole class' conversation; contributions need to be child-centred and focussed upon the children's education.
- If you are experiencing any technical difficulties in accessing Virtual Learning, please contact the class teacher directly via email; they will do their best to help. However, teachers are not technicians and at times they will need to access the support of our school's Technical IT provider 'Easipc'

