



What are we doing?



We will be having morning and afternoon live meetings for children with their teachers each day, video lessons and lesson work set as part of our Remote Education Offer. This will be done via Microsoft **Teams** and you will be emailed your child's user name and password. The following information will tell you how to access Teams.

How to use Teams

There are several ways you can access Teams. You can access it directly by downloading the app for whichever device you need including computers, tablets, Android and Apple phones. Once open, enter your child's log in details that we will supply.

Alternatively, you can simple search for 'office 365 login' on any device and simply enter your child's login details once we have provided them. Select 'Teams' from the left hand side of the screen.

Once your child is logged into Teams, they will see either the Reception or Year 1 team icon on their page. Click this to enter your child's team and follow the instructions below.

Live Meetings at 9.30am and 2.30pm daily

- Login as above.
- Look for the camera icon that will appear at 9.30am and 2.30pm next to the 'meetings' channel on the left hand side of the screen.
- Click 'join' and ensure the audio is on, camera is on and background effect blurred.
- Click 'join now' and the teacher will admit you to the meeting.
- Please read the Teams Code of Conduct. You are agreeing to this by joining the meeting.

Video Lessons that can be accessed at any time during the day

- There will be 2 video lessons, 1 Maths and 1 English available each day.
- Login as above.
- Click either the 'Maths' or 'English' channel from the left hand side of the screen - there will be a new lesson in each, each day.
- From the 'post' section in the middle of the screen find the announcement with the correct date on which will contain any instructions needed and a link to click to view the video.

A 3rd Daily Lesson

- There will be a third lesson available each day that will be in paper form, (no teacher input).
- Login as above.
- Click the 'other' channel on the left hand side of the screen.
- From the 'post' section in the middle of the screen you will find an announcement with the correct data on, which will contain any instructions needed and an attachment to click containing the lesson.



Grendon
Primary

Teams Code of Conduct

What are we doing?



We will be having a morning and an afternoon teams meeting for children with their teachers each day.

This will be done via **Microsoft Teams**. All children will receive their login details to Office 365 from which they can access Teams.

Teams will allow us to see and hear you and you to see and hear us and each other.

Please read and share the following code of conduct with your children before they log in.

Teams Code of Conduct

- Only join a Teams meeting if your parents have said that it is ok and know what you are doing.
- Do not share your username or password with anybody else.
- Before you join, make sure you have read this Code of Conduct.
- By joining the meeting, you and your parents are agreeing to this Code of Conduct.
- You are joining a lesson. Our usual school behaviour rules will apply.
- You should sit still, listen and look at your teacher or whoever is speaking.
- You should not be doing any other activity during this time.
- You should be wearing appropriate clothing - this doesn't have to be school uniform.
- Join a meeting with your camera on, background blurred audio on - teachers will mute all of you if needed.
- Adults should be present but not in sight on the video.
- You must not take screenshots, photos or record the meeting.
- We will not record the meeting unless we tell you we are going to.
- You should not use the 'chat' facility unless we ask you to.
- You should put your hand up (reactions on top of screen) if you want to talk or ask a question and your teacher will talk to you when they have unmuted you.
- Please sign out of the app or browser once you have finished each session.
- Please follow all of our usual e-safety rules on our website.
- Remember - just like in a classroom, we can see you and hear what you say!