



HOW DO I USE TEAMS?

What are we doing?



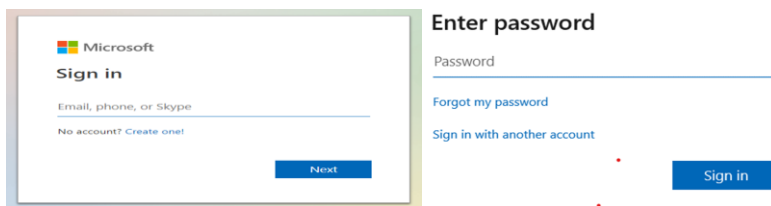
After half term, homework for children from Year 1 - Year 6 will be found on Microsoft Teams. This is because Teams can be accessed from any device, in any place, at any time. It allows children to submit homework directly back to teachers to provide feedback. It also better prepares children for the next steps in their education. All children received their login details, (email address and password), on the password information sheet that was given out individually at the start of the year. The following information will help you to access Teams.

How To Use Teams

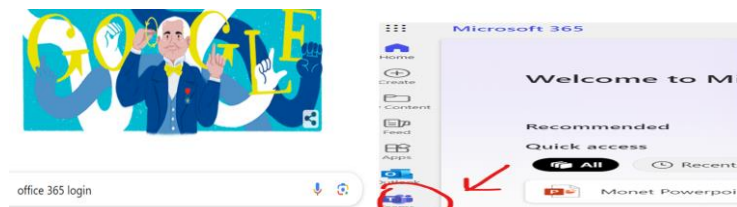
There are several ways you can access Teams. You can access it directly by downloading the app for whichever device you need including computers, tablets, Android and Apple phones.



Once open, ask your child to enter their login details, (email first and then password), or help them to do so if they are unsure.



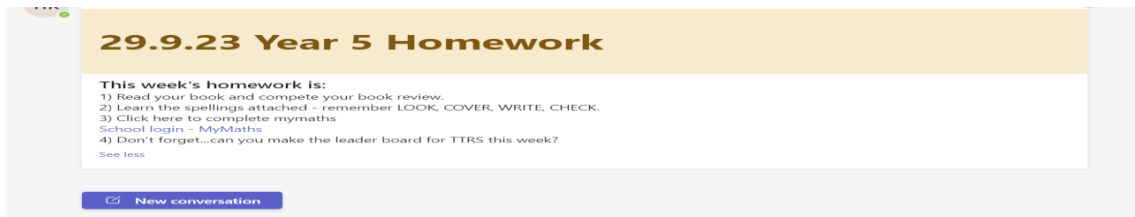
Alternatively, you can simply search for 'office 365 login' on any device and simply enter your child's login details that we have provided, as shown above. Then select 'Teams' from the left hand side of the screen.



Once your child is logged into Teams, they will see their class icon on their page. Double click this to enter your child's team and follow the instructions below.



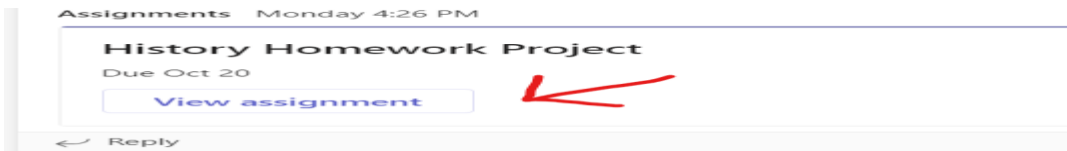
In the 'post' section in the middle of the screen you will find an 'Announcement' with the week's date on. This will contain any instructions needed for this week's homework.



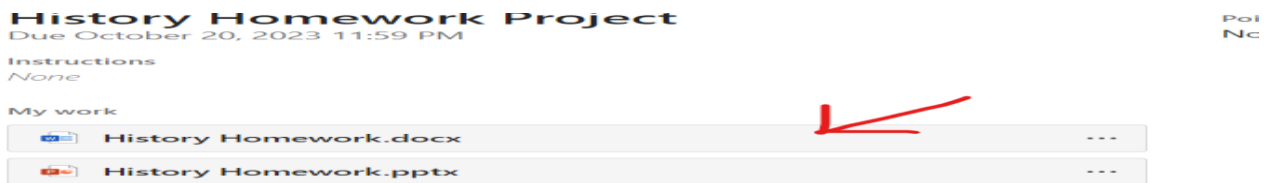
You will find a second 'Assignments' box above or below this, that details this half term's creative homework project.



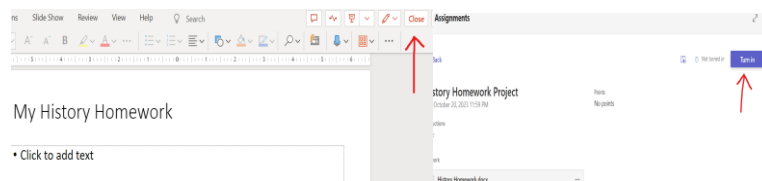
There may sometimes be an attachment to click in the 'Announcements' or 'Assignments' box to access further details, for example, spelling lists.



Sometimes, for example with the half termly project style homework, there may be a blank document, for example a PowerPoint document, that your child can choose to work on. Double click to open the blank document if your child wishes to use it.



If they use this document, they can submit it directly back to school. Once they have completed the document, simply click 'Close' in the top right corner. There is no need to save the document. Once closed, there is a blue box in the top right-hand corner of the screen that says 'Turn in'. Click this to send the assignment back to school.



Alternatively, if you have a photograph or other evidence to submit, you can do so by clicking on 'attach' and selecting the file from your device before clicking 'Turn in' as above.

If you 'Turn in' an assignment, teachers will give brief feedback. To view this, click on 'Assignments' on the left hand menu. Click on 'Completed' in the box that appears. You will see a list of assignments that have been submitted, and once the teacher has given feedback, there will be a blue box that says 'Feedback'. Click this to see what your teacher says!

In line with our Homework Policy, you should expect reading, spellings and MyMaths homework to be set each week.

Project style homework is set each half term. Other opportunities for extended learning, continue to be signposted from our website. Remember that Times Tables Rock Stars for KS2 and Numbots for KS1 are brilliant ways to engage your child in learning Maths facts that are so important.