

How to access Microsoft teams:

We will use Microsoft teams to set home learning in the case of a bubble closure or local lockdown. Microsoft teams can be accessed from a computer, tablet or smartphone. The app can be downloaded or accessed from the web.



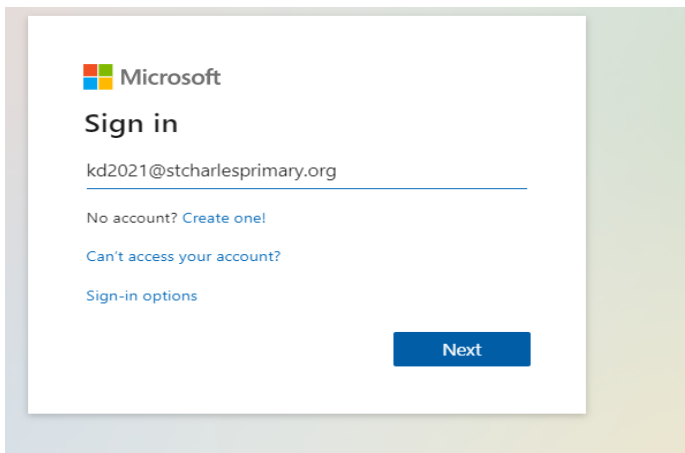
1. Go to our school website and find Key Stage 1 or 2, under curriculum.

Online learning

We will use these pages to set home learning should children have to isolate due to a positive COVID test, or in case of local lockdown. All resources will be available to download for your child.

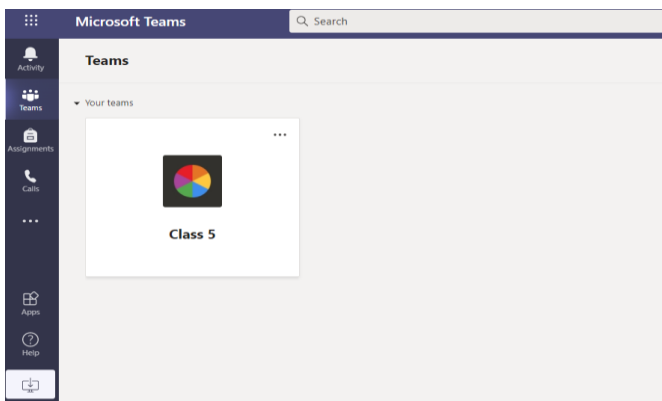


Class 2

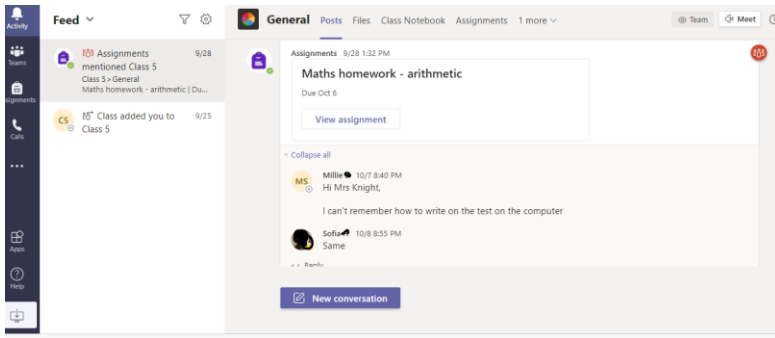


2. Click on the Microsoft Teams link.

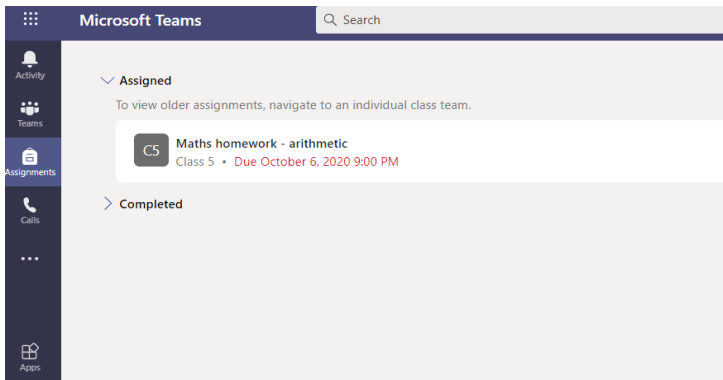
3. Enter your username and password.
This can be found in your child's homework diary and will consist of their initials, the year they will leave primary and @stcharlesprimary.org



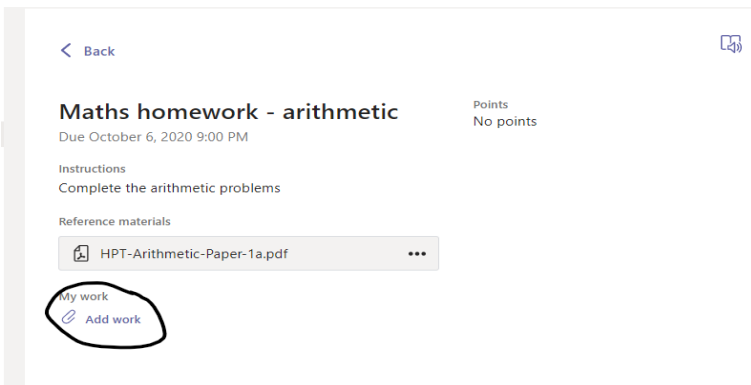
4. You will then be taken to your class team. Click on the team to enter your class area.



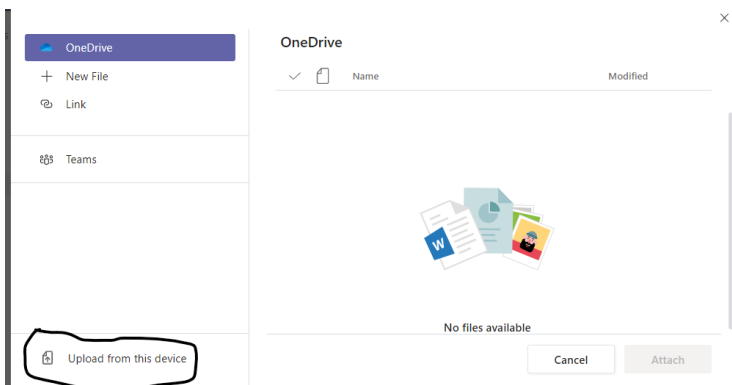
5. Under the activity page you will be able to see communication between the class and the teacher. You can ask questions



6. Under the assignments tab will be the tasks set by your teacher for you to access.
Click on the assignment to see and download the work.
This can be completed on word / powerpoint on your computer, or written in your book / on paper.



7. Completed tasks can be uploaded by clicking on the add work button.
You can then upload your work to the page – only your teacher will see this.

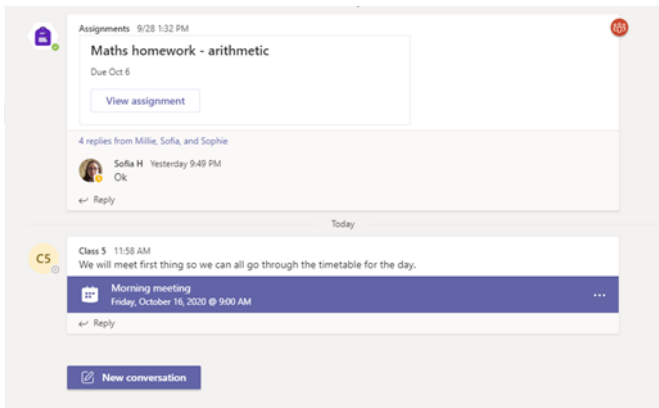


8. Upload your work by selecting 'Upload from this device.' You can then either:

1. Select your word or powerpoint document from your saved documents on your computer.

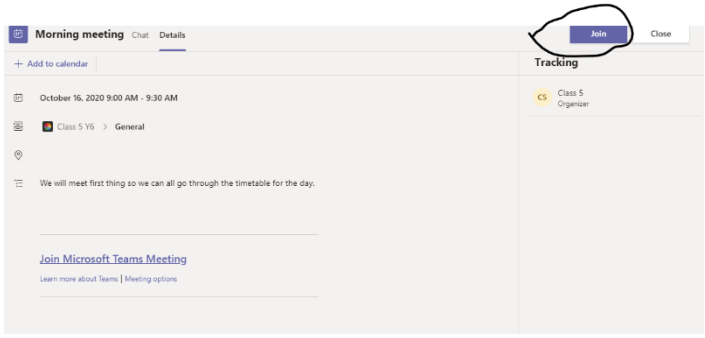
OR

2. Take a photo of your work (using your ipad or a phone) and upload these in the same way.

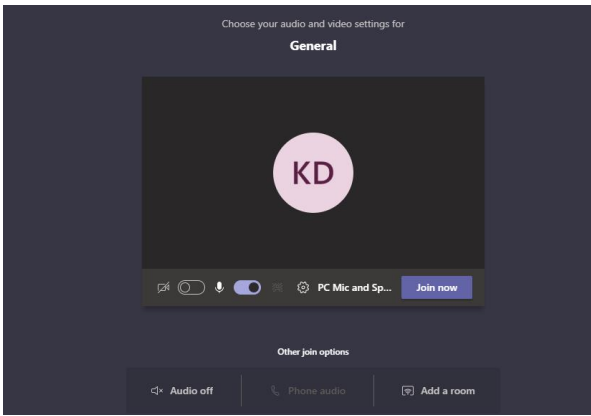


9. Your teacher may schedule live video sessions to discuss the timetable for the day, read your school book, or meet for prayer time, collective worship.

This will appear in the activity part of teams. At the correct time, you can access this by clicking on the link.



11. You can participate in the meeting by selecting the 'Join' button.



12. You will then enter the live meeting where you will see your class teacher and other members of your class.

During this time you should make sure you are in a quiet area of the house, but your parents should be supervising and aware of this activity.

- Remember to always keep your username and passwords confidential so that no one else can access your account.
- The chat tool should be kept for discussion and questions about learning and the tasks set.
- You should only access the live video tool at the times set by your teacher.