



Parent and carer guide to using Microsoft Teams

N.B Please see 'Using Microsoft Teams'
assignments for support with that element.

Dear Parents / Carers,

We are pleased to share that we are now ready to start using Microsoft Teams as our home learning platform. This is where our students can access the curriculum through 'face-to-face' online lessons, assignments, question and answer posts, and can also upload their work and receive feedback. We are hoping that this will enhance our home learning provision by offering direct contact with your child's teacher and peers, providing a more positive experience concerning their learning and well-being.

Please follow the instructions over the next few pages to set up your child's Microsoft Teams account. It is very important that parents do this. The logins and passwords are standardised and so the passwords must be changed by an adult as soon as possible.

We take bullying and cyber-bullying very seriously at Milldene school. If, in the event that unacceptable behaviour takes place, please contact the school, rather than the perpetrator's family.

In order to accommodate siblings, who may need to share electronic devices, we have put a live-learning time table together. As the half-term develops, it may be that we amend our initial offer, but these are our intentions to start with:

Year One to Year Six will receive two, hour long video lessons a week.

Additionally, in Years One to Six, there will be a daily 1.5 hour long optional drop in session. During this session, children can receive extra support with their work or may like some company while working. EYFS (Ruby class) will have two weekly drop in sessions where children can share their work and speak to their teacher.

With reference to the 'Drop-in Sessions', can parents please ensure that they attend these sessions until there at least 3 children in the meeting. This is for safeguarding reasons for pupils and teachers.

Having looked at the sibling list, our schedule will be as follows:

Class	'Live' Learning	Drop-in sessions
Ruby Class	11am-12.30pm Tuesday and Friday	
Year 1	9am – 10am Monday and Wednesday	Daily 11am – 12.30pm
Year 2	9am – 10am Tuesday and Thursday	Daily 11am – 12.30pm
Year 3	10am – 11am – Monday and Wednesday	Daily 11am – 12.30pm
Year 4	10am – 11am – Monday and Wednesday	Daily 11am – 12.30pm
Year 5	9am – 10am Monday and Wednesday	Daily 11am – 12.30pm
Year 6	10am – 11am Tuesday and Thursday	Daily 11am – 12.30pm

We all know that learning takes place best in the classroom, person-to-person; we're able to easily differentiate learning to suit all children's needs and have additional adult support and a wide range of resources to help cater for varied abilities. We're sure you'll agree that this will be harder via video lessons. The alternative work options and different levels of work we provide will help your child if they are struggling and so attending the optional drop in session too will be a perfect time for us to further support them.

Further to our usual expectations around the safe use of electronic devices online, we have collated some additional rules and guidelines to which all students and parents are expected to adhere. This will ensure that we are all able to engage safely in the face-to-face conferences.

Additional Guidelines

When using video conferencing, remember that this is an extension of the classroom and you should conduct yourself appropriately. This includes:

Video conferencing from an environment that is quiet, safe and free from distractions.

Where possible, use headphones to allow you to concentrate and focus.

Be on time for your interactive session.

Be dressed appropriately for learning.

Remain attentive during sessions, preferably with the video on.

Interact patiently and respectfully with your teachers and peers.

Keep yourself muted unless asked to speak or to ask a question – this will keep the lesson calm and conducive to learning. Using the hand up button is a good way to ask a question.

Do not use the chat box during the lesson

You MUST NOT record each other's online interactions

Make sure you end the session as soon as the teacher indicates to do so.

By giving your permission, which is assumed unless we hear otherwise, you acknowledge that you have shared this document and discussed online conferencing with your child. It is vital that your child agrees to follow the rules.

Furthermore, parents are asked to not record, share or comment on public forums about any teachers or pupils.

What is Microsoft Teams?

Microsoft Teams is what we are using for our live lessons.

Why are we using Microsoft Teams?

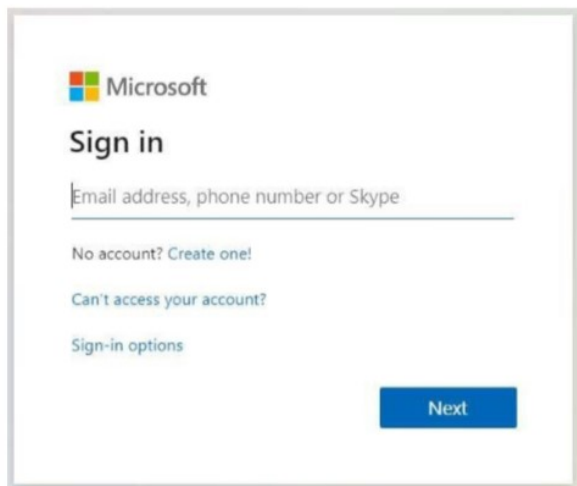
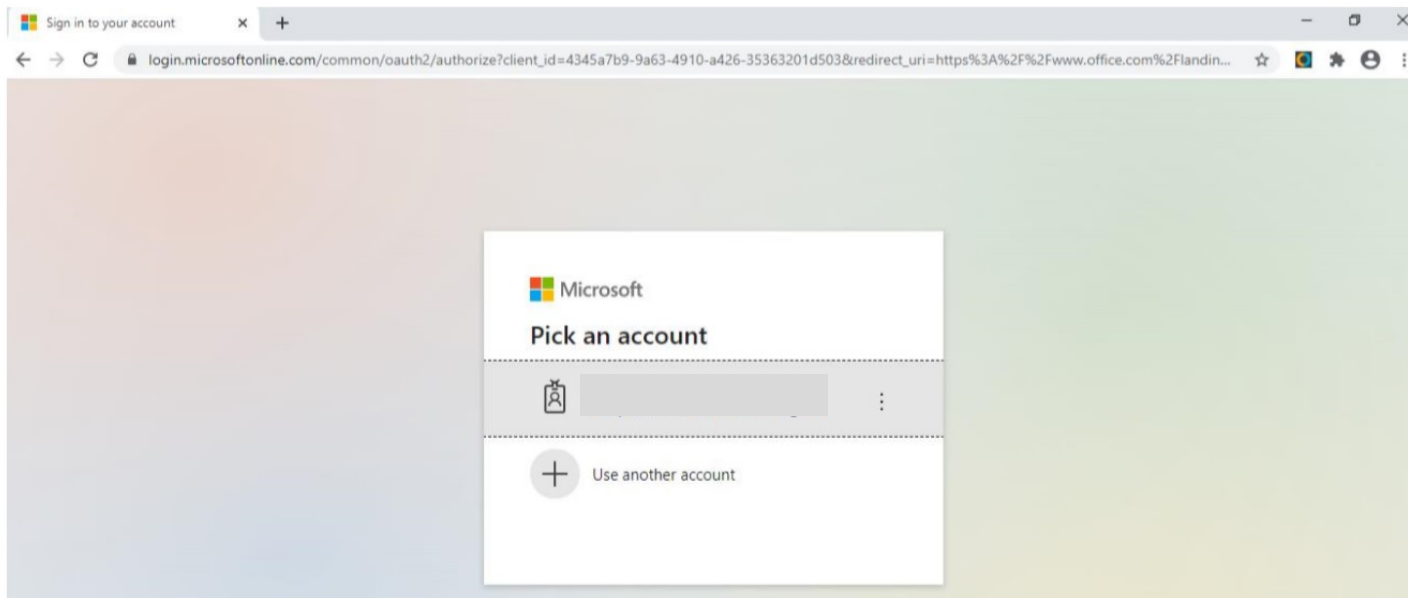
We will be using Microsoft Teams increasingly over the coming weeks to support your home learning. Live lessons will provide you with

1. More help and guidance from your teacher about the topics you are learning
2. An opportunity to speak to your teacher about any issues with your learning.

How do I get Microsoft Teams

The app itself is incredibly easy for you to set up and it can be used on a laptop, desktop, tablet or on a smart phone. There are a few options for how you can access Teams.

1. Access <https://portal.office.com>



See next page for login details.

Login and password details

Our standardised login and password details are as follows. These are not case sensitive. These will not be sent out individually, hence they are standardised, but we're happy to give further support should you not be able to log in. It is essential that you change the password as soon as possible.

Children with no hyphens or apostrophes in their names

Mo Farah or Alex Scott

Example P-mfarah@milldene.essex.sch.uk or p-ascott@milldene.essex.sch.uk

Children with hyphenated first names will only have the first of the names noted

William-Henry Windsor

Login P-wwindsor@milldene.essex.sch.uk

Children with hyphenated surnames will keep the hyphen

Katerina Johnson-Thompson

Login P-kjohnson-thompson@milldene.essex.sch.uk

Children with apostrophes in names will have the apostrophe omitted

Des O'Connor

Login P-doconnor@milldene.essex.sch.uk

Passwords are classname2020

ruby2020

sapphire2020

topaz2020

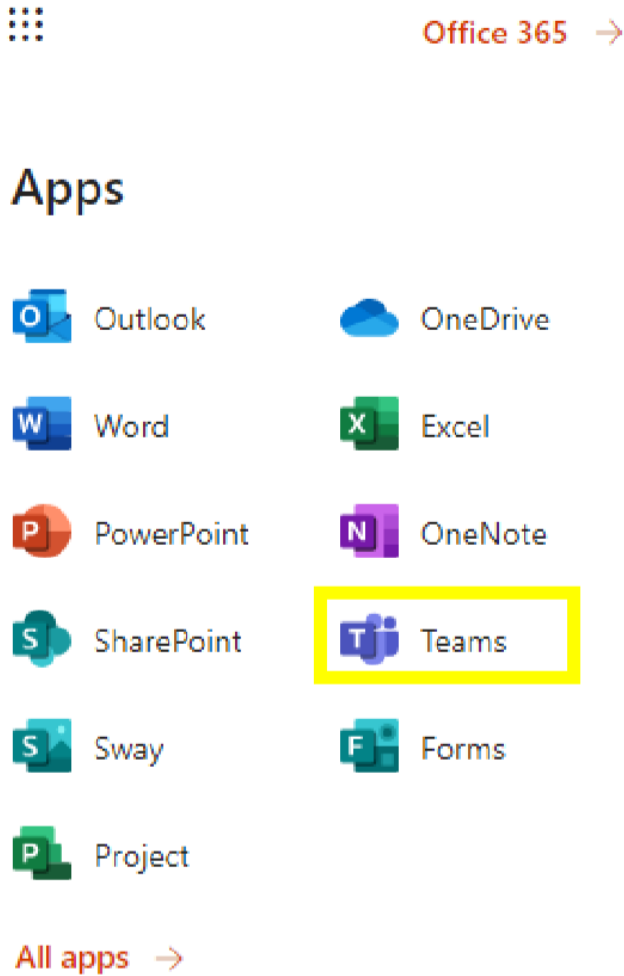
amethyst2020

opal2020

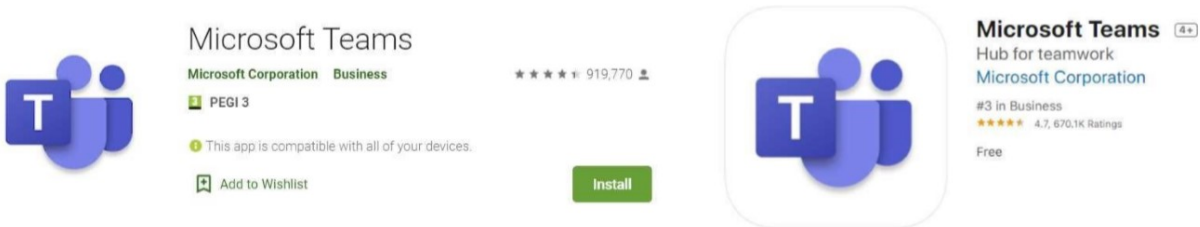
emerald2020

diamond2020

This will log you into Office 365. When you sign in, if you click on the 9 dots in the top right hand corner, you will have access to all Apps in Office 365. Teams is an app here and is highlighted below. You should also access Outlook in this way and it is important to check your emails daily.



2) Teams is also available as an iOS or Android app, and can be downloaded from the App Store or Play store; this can then be signed in to, in the exact same way as before:

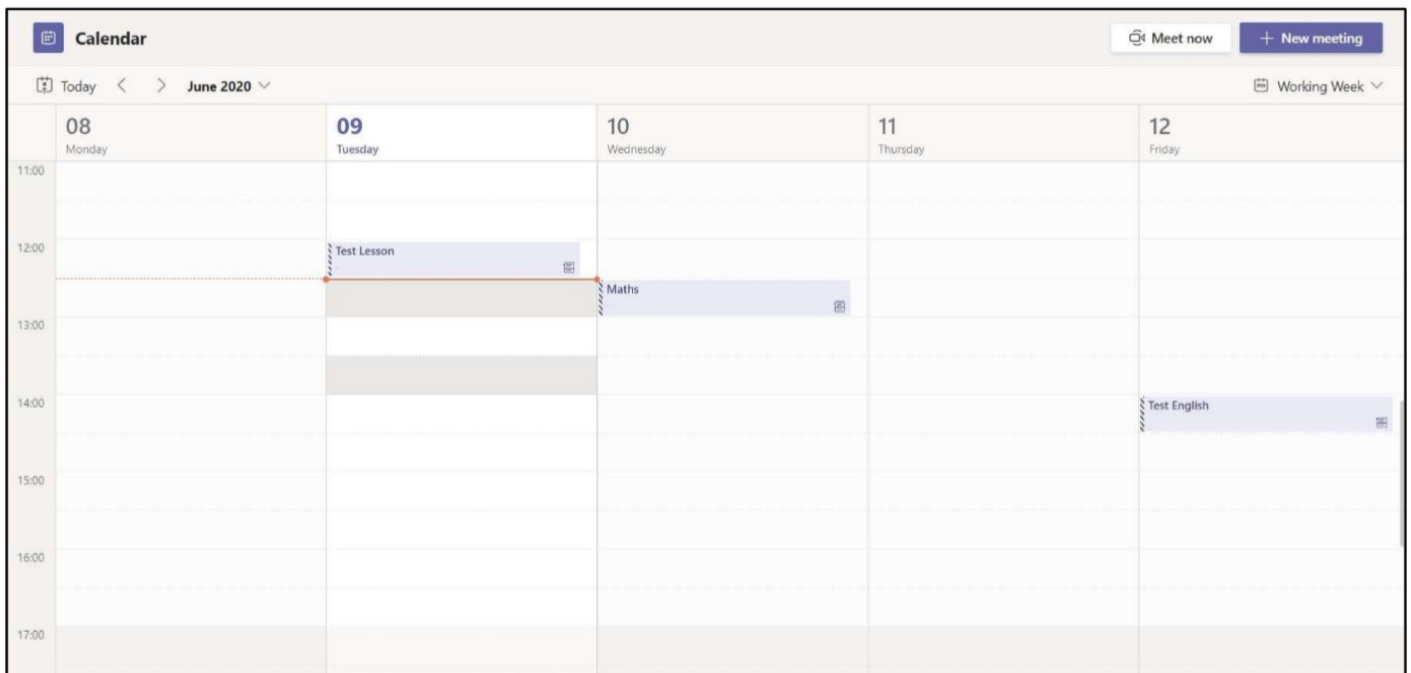


How do I know when my Teams session will be?

The following screenshots and instructions refer to the online version of Teams, available at <https://teams.microsoft.com> or through our website link but please note that all the versions of Teams are very similar, in layout and function.

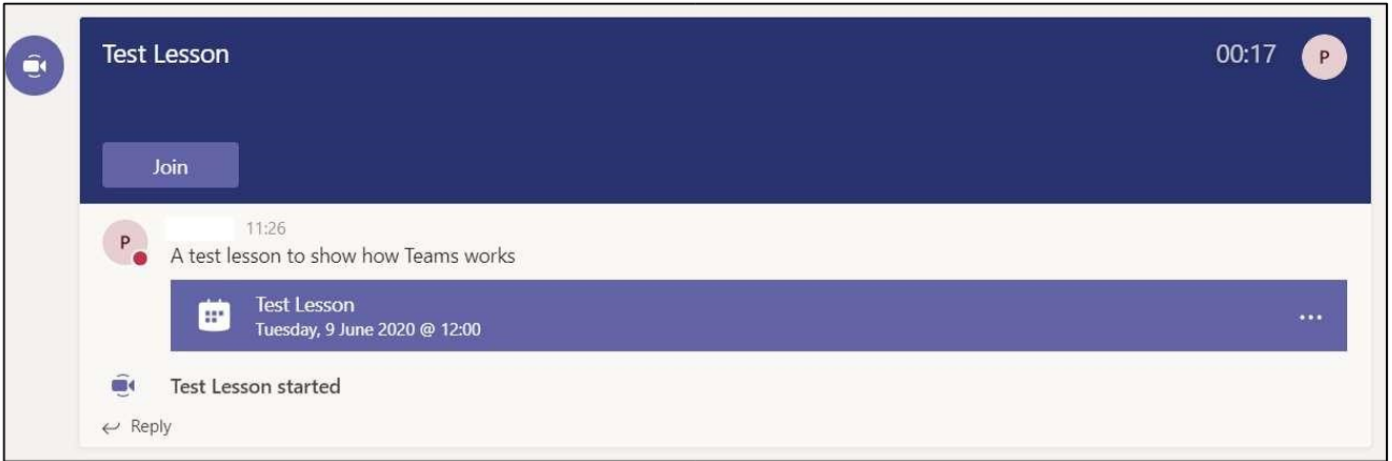
When your teacher schedules a lesson for your class, it will send a notification to your activity feed, which can be accessed from the menu on the left hand side of Teams.

All of your scheduled lessons will also show in your calendar, which again can be accessed from the menu on the left hand side. Checking your activity feed and calendar daily will help you keep on top of what lessons you have scheduled and when they are.

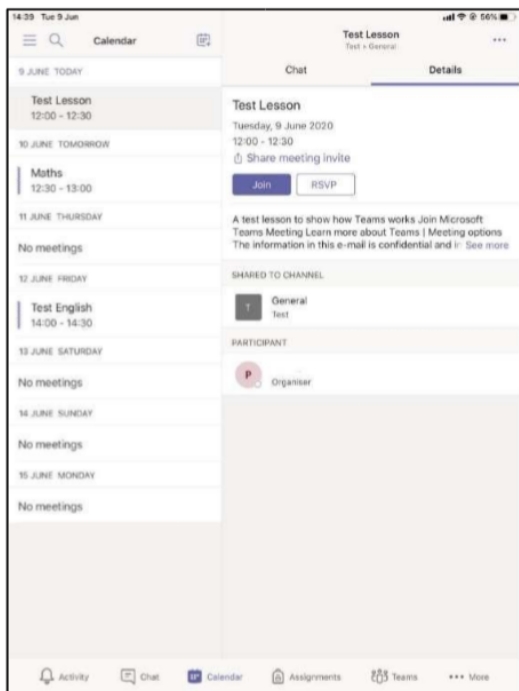


Please note: You will receive an invitation email from your teacher, asking you to join the Teams session. If you click on accept, the message will disappear into your deleted emails. If you are struggling to work the calendar function, you can always go back to your deleted emails, find the invitation and click join from there.

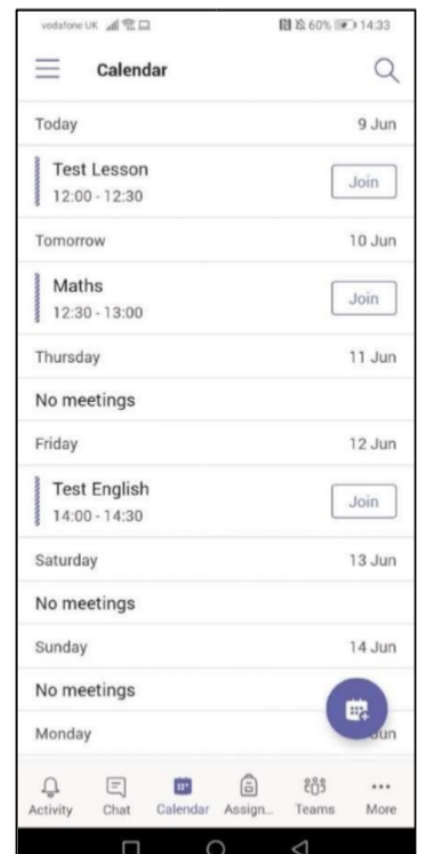
When your teacher starts the lesson you will receive a new notification on the activity page, as below, with the option to join the lesson. There will also be a join button available on the calendar view.



Please be aware that while it works the same, the calendar will look different on an Android or iOS device, as the screenshots below show.



To the left is how the Teams calendar looks on an Ipad.



If you have downloaded the Teams application, which we'd recommend, there is not a calendar.

Your lessons will appear as notifications.

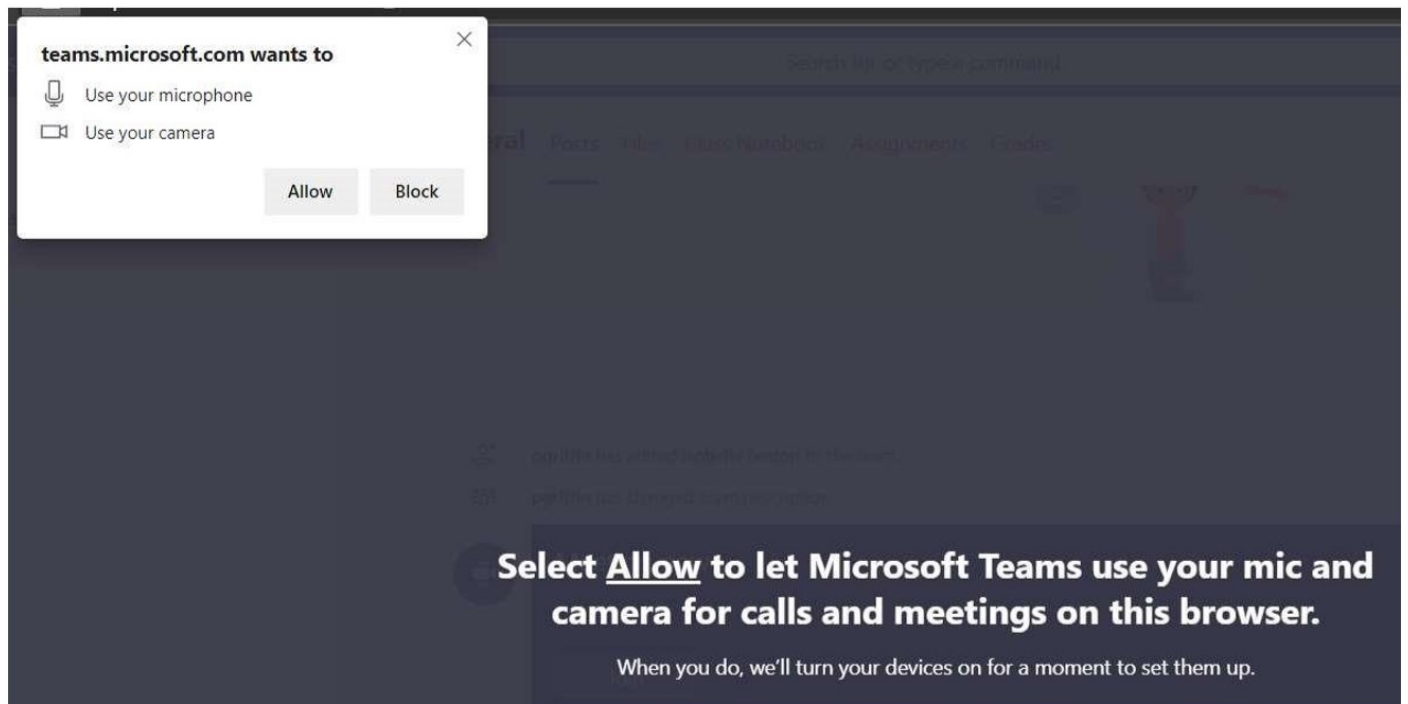
The screenshot shows a Microsoft Teams chat interface. At the top, there is a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. On the right side of the bar, there are icons for 'Team', information, and a menu. The chat content consists of two messages from a user named 'L Eglinton'.

The first message, timestamped 'Yesterday 4:45 PM', says 'Hello Emerald class,' followed by 'Just make sure you have plenty of paper to write on. The meeting will run from 9:00 until 10:00.' Below the text is a partially visible link 'See more'. A blue notification banner is attached to the bottom of the message, featuring a calendar icon and the text 'First ever video lesson! Monday, January 11, 2021 @ 9:00 AM'. A 'Reply' button is located below the notification.

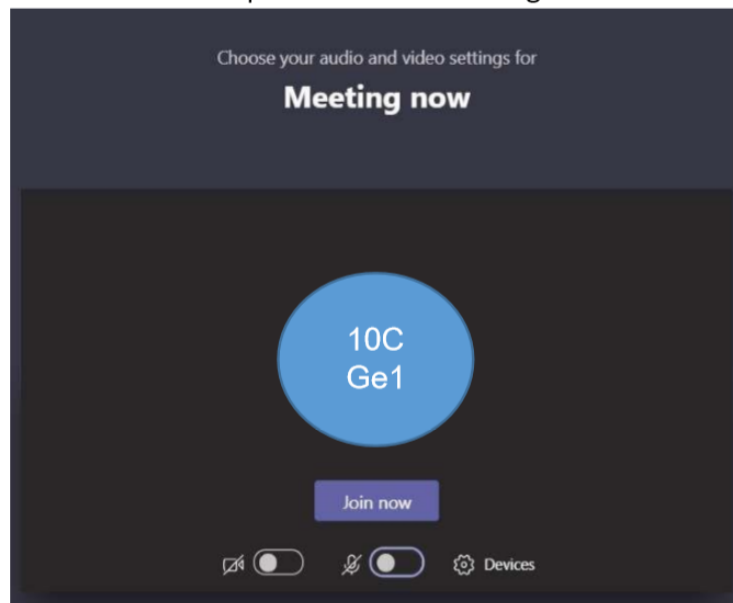
The second message, timestamped 'Yesterday 4:46 PM', says 'Scheduled a meeting'. It also has a blue notification banner with a calendar icon and the text 'Wednesday lesson Wednesday, January 13, 2021 @ 9:00 AM'. A 'Reply' button is located below the notification.

Joining a Teams session

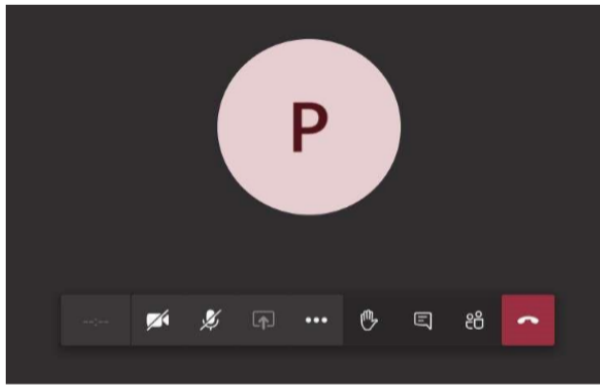
When you click the 'Join' button you will see the following screen where Teams will ask to access your Microphone and Camera:





Choose the 'Allow' option to give Teams access, but then once it loads the next page use the buttons at the bottom to turn off the camera and microphone before selecting the 'Join now' button:



During the lesson



Click on the hand icon  if you want to ask a question and your teacher will ask you to unmute your microphone 

A few things to check before you start

- Check the sound is working on your device; a quick way to test is to try and play a video from YouTube, and check you can hear it clearly. Depending on your situation it may be useful to try and use headphones.
- Prepare everything you need before the lesson starts and make sure you have all of the equipment and resources you need.