



# HOME LEARNING VIA TEAMS GUIDE FOR PARENTS & CHILDREN



Last term, you received 'An Introduction to Microsoft Teams for Parents/ Carers' along with our guide for what would happen if a class bubble were to close.  
Below we have updated this information to reflect our current circumstances.

*If we have a class closure for 10 days* then your **home learning pack**, you will find:

- resources to support English and Maths learning depending on your child's year group, for example phonics mats, spelling lists, 100 squares and manipulatives;
- an exercise book or paper;
- some printed sheets where needed;
- writing implements;
- the children will also have reading books;
- a grid setting out work for 10 days;
- a suggested timetable for a typical day.

### Online Provision

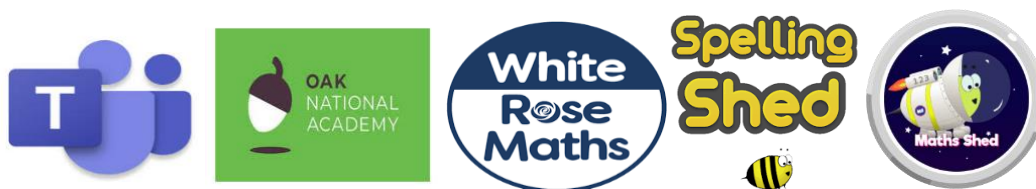
We have adopted Microsoft Teams.

We will be using this *today* to:

- a) **talk to each class each day in live sessions** (which will all be recorded and available afterwards to watch later or refer to);
- b) **set assignments** (work/lessons/task and activities)

- **Start of the day** – In the morning at 10am, teachers will be live each morning to say hello and note who has joined the session. They will give children an overview of the learning for the day; talk about assignments that have been set and prepare children in regards to the equipment/resources that they will need to use or can find in an assignment. During this session, the children will be given the opportunity to ask questions but we will stick to timings as they can ask other questions via posts in the General Channel throughout the day if needed. These sessions will happen live at the following times but we will also be recording these and making them available for children who cannot attend because of any sibling/timing issues, also to refer to later, should there be things that children forget or want to go over again.
- **Support during the day** – Your child's class teacher and teaching assistants may be available via Teams to offer support where needed. Unless they are unwell or busy with the children in school.
- **Oak Academy** – We will be using this online resource for most English activities and many Connector ones too. Each day, the teacher will post links for the assignments to be completed which will take the children to an Oak Academy video. The children will be able to watch and re-watch these videos, pausing where they wish or were asked to by the teacher on screen. This allows them to work at their own pace and when is convenient for your family at home. These come highly recommended from the DfE and provide as full a lesson experience as possible. You can still ask on TEAMS if you get stuck on anything.

- **White Rose Maths** – Similarly, Maths will be set in the same way using White Rose Maths. This is exactly the same Maths as we would be doing in school. Again, the links to lessons will be posted by teachers daily via Teams as assignments. A worksheet may be attached to the assignment each day to view on the screen but this does not need to be printed; children should work in their book or on the paper provided. Younger children may have some of the worksheets in their packs. If your child does not finish the worksheet each day, please do not worry. Once again, you can still ask on TEAMS if you get stuck on anything.
- **Other learning** – Other work may be set using a variety of other sources that are not via Oak Academy or White Rose Maths but where this is the case **this will always also be set via Teams as an assignment**. Some may be pre-recorded videos. If there is a worksheet in the pack then the children should complete this on the sheet.
- **Spelling Shed and Study Zone/MathShed** – As normal for Years 1 – 6, spellings will be set weekly for the children to complete and Study Zone can be used whenever you wish over the day.



### Suggested Timetable

We have updated the timetables for each year group. When your packs were prepared, they were planned as if just one class bubble was closed. Now that we know the whole school will be partially closed for some weeks, we have changed the timetables to try to stagger the live teaching. Please see the new timetables attached to this email. **These timetables are a suggestion only - you must arrange your day to suit your family.** If possible, it would be helpful for each child to access one of the live sessions for their class, failing that watch the morning session as a recording, as a minimum.

### Where should my child record their work?

Your child should *record their learning on paper* or as requested in the videos or by the class teacher in their exercise book/on the paper provided. Where there are paper copies of reading comprehensions or worksheets in the home learning pack then your children should record directly on these. We will be reviewing this after the first two-week block of home learning once children and staff are comfortable using this new system.

### What do you need to do now?

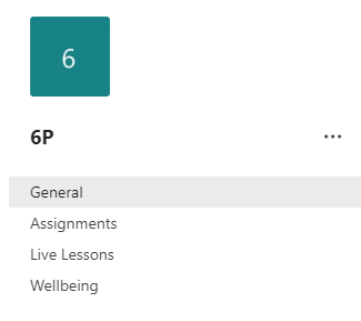
Please ensure that you have set up your child's Teams.

**NOW FOR THE 'HOW TO' ONCE YOUR CHILD IS ACCESSING THEIR**

## HOME LEARNING VIA TEAMS...

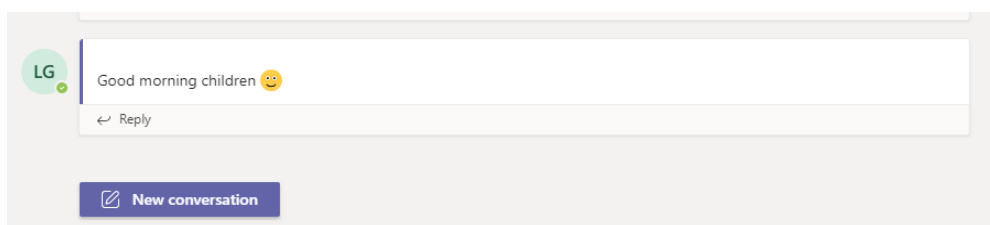
### Channels and Posting

When your child logs on, they will find their Class Team, for example 6P. In their class team, they will see four channels listed at the side.



These channels are as follows:

- **General** – This is for the children to post about any learning they have done or questions that they have about their learning that day. To start a post, the children need to click on 'New Conversation'. Teachers and TAs will respond with support on these posts. Please be aware that these can be seen by the whole class and should be about their learning only. In this channel, you will also find an announcement with the suggested timetable for each day as a reminder. If parents need to contact the teacher privately, this is not the place to do so as it is open to all the class/ parents to view.



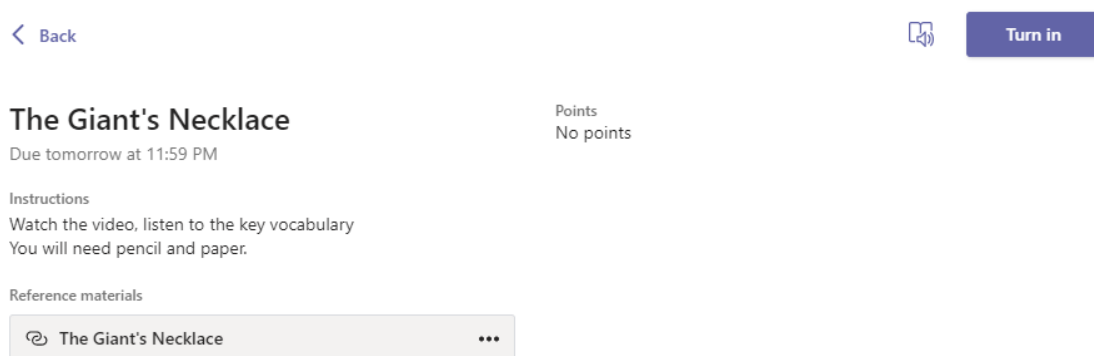
- **Wellbeing** - This is a channel where teachers and TAs will post things that they think the children might enjoy, that may help them to stay happy and healthy. We may provide children with links and activities that are good for their wellbeing. Again, to start a post, the children will need to click on 'New Conversation'.
- **Assignments** – *The children will not be able to start a new conversation in this channel but this is where they will find the posts to view their assignments for the session during the day.*
- **Live Lessons** - *The children will not be able to start a new conversation in this channel either but this is where they will find the posts to join the live sessions. More on this below.*

### Assignments

In the 'Posts' feed for their Class Team, your children will find a post like this for the assignments that they have been set.



They need to click on the view assignment where they will find: instructions, links and resources for the session. This is how it will look for the children.

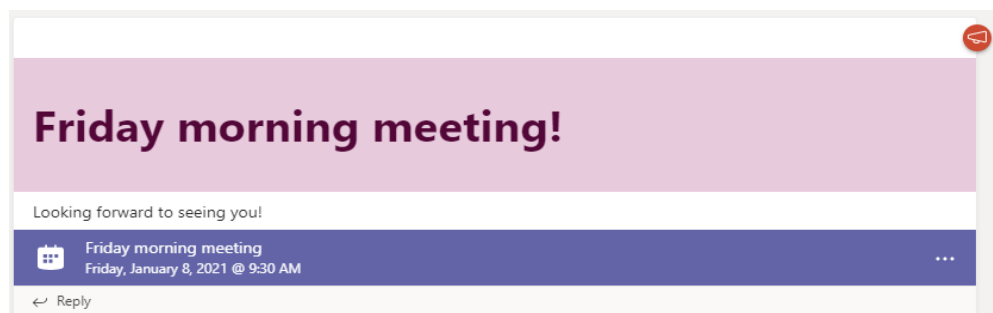


If your child will be accessing different resources for the session, the class teacher will have made this clear in the assignment.

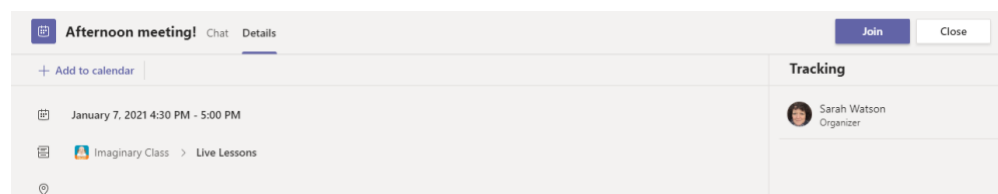
When children have completed their work, they should click on 'turn in' to show that it has been completed

### **Live Sessions**

Every morning, your child's class teacher will be live (unless they are poorly and another member of the year group staff steps in). Some staff are teaching groups in school so they may be delivering live sessions to children here and at home - your patience is appreciated! Live sessions will be posted as a 'scheduled meeting' in the Live Lessons channel.



Once the session is due to start, the children should click on the post where they will be asked to join by clicking on the word 'Join'.



They will then click on 'Join Now' and wait until their teacher starts the meeting.

Please try to make sure that your child attends the live session.

During the live sessions, we may mute the children so that they are all able to hear the teacher. We will explain to the children how to 'raise their hand' to ask questions and we will check everyone has understood what they need to do.











Safeguarding – Settings have been applied so that the children will not be able to join the meeting until the teacher allows them. We will be recording the session as an extra safeguarding feature.

Also attached are the 'Swalecliffe Child Protocols for Teams'. Please ensure that you have read these and shared them with older children. That will really help us start well.

Many thanks for all your support at this time. Should you need further guidance or assistance then please contact the school office and we will try to resolve these as quickly as possible - [office@swalecliffe.kent.sch.uk](mailto:office@swalecliffe.kent.sch.uk) .If you need a reminder of your password or signing in details then please contact - [techsupport@swalecliffe.kent.sch.uk](mailto:techsupport@swalecliffe.kent.sch.uk)

Good luck. We will get things wrong, sometimes technology won't work; we may all get frustrated, but if we work together, we hope that this will enable the children to continue the progress they have made so far.

## Swalecliffe Child Protocols for Teams

<p><b>Prompt start</b> Please try to be ready to join your live meeting at 10:00 so that your teacher can start on time. If you are running late, your teacher may have started when you arrive so please come online very quietly.</p> 	<p><b>Check your background</b> Check to make sure that nothing private is visible behind you. If available on your device, use the background effects to blur or hide everything except you.</p> 
<p><b>Camera</b> Please leave your camera on unless your teacher asks you to switch them off. We would like see your lovely faces.</p> 	<p><b>Appropriate Clothing</b> All participants should be dressed in appropriate clothing, for example no night wear. School uniform is not required.</p> 
<p><b>Parent/Carer Supervision</b> Have a parent or carers nearby. Please try to sit in a shared space in your home. This should not be your bedroom.</p> 	<p><b>Quiet Please</b> Please make sure that you are in a quiet room where possible during lessons so that we can hear you and so that you can focus. Let others in your house know that you are having a Teams meeting, so that they don't accidentally interrupt.</p> 
<p><b>Settings</b> Pupils should only use the settings as setup by the teacher.</p> 	<p><b>No Recording</b> No part of the meeting should be recorded, or screenshots taken. If a record of the meeting is needed, then the teacher will do this.</p> 
<p><b>Courtesy Muting</b> To assist with sound quality, please mute yourself when you join the meeting. Unmute yourself to speak then mute yourself again after you have spoken.</p> 	<p><b>Talking Carefully</b> As always, be polite and respectful.</p> 

**Our Values**

**Swalecliffe Community  
Primary School**



[www.swalecliffeprimary.org](http://www.swalecliffeprimary.org)