



Dear Parents/carers,

We are hoping that the Microsoft Teams sessions on a Monday and a Friday will be a great way of the class getting together.

The purpose of these will be for the children to all be in contact together, for the teacher to summarise the learning for that week and for children to share and celebrate work that they have done. Timings for the sessions for each class will be staggered to support families with access to only one device. Details of these meetings will be shared on Class Dojo.

### Sign into Teams

To access your child's Teams accounts download the Teams app to your device or visit <https://teams.microsoft.com> Sign in using the email address and password provided by your class teacher.

### To join the meeting

At the agreed start time, sign into your child's team account. Go to the meeting invite or Calendar tab and select Join Microsoft Teams Meeting. If signing in on the web that'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting. Enter your child's name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting.

Select **Phone audio** if you want to listen to the meeting on your mobile phone. When you're ready, hit **Join now**. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.

Once in, there will be a short time where we wait for all participants to join. Please don't take this time to chat though as the background noise from potentially 30 households will make it difficult to hear what people are saying. At the agreed time, the teacher will turn their video on and unmute their microphone and begin the session.

Please bear with us whilst we are trialling this out. Over the next few weeks this will become easier for both home and school. Thank you for your continued support with working alongside your child with this. We hope it will really enhance the home learning provision and bring the whole class together.

Thank you,

## Teams Checklist

### 1) Join:

Please try to join the meeting on time. There will be a 10-minute window before the meeting starts to give everyone chance to gain access. Please make sure that you are in a communal family space and that you are dressed appropriately.

### 2) Mute:

As soon as you enter the meeting, please mute the microphone (you will still be able to hear us). With potentially 30 participants the background noise will be high and we will struggle to hear the information. We are able to mute you if you cannot do this.

### 3) Question:

If you have a question/comment during the meeting, please type your name and question into the chat and we will respond to this. It might be something useful for everyone to get an answer about.

Do	Don't
<ul style="list-style-type: none"><li>• Join on time</li><li>• Mute your video</li><li>• Keep your video on</li><li>• Keep the 'chat' function open</li><li>• Pay attention</li><li>• Dress appropriately</li><li>• Hang up at the end of the meeting</li></ul>	<ul style="list-style-type: none"><li>• Have distractions nearby</li><li>• Write anything silly in the chat</li><li>• Unmute yourself unless you are instructed to</li><li>• Stay in the meeting at the end as we need to ensure everyone has left</li></ul>