



Dear Parent/Carer,

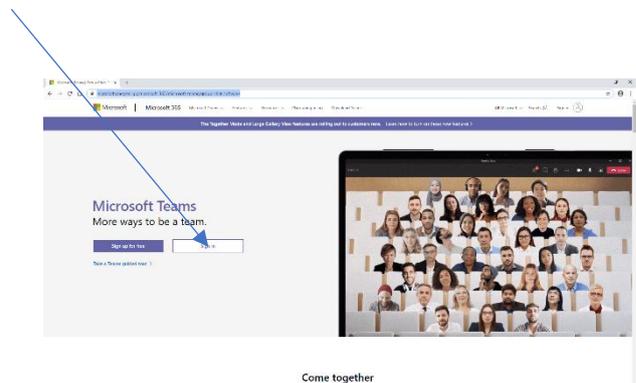
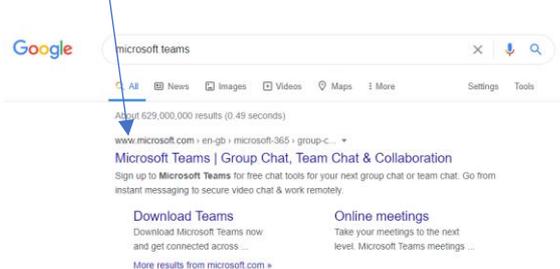
To enable us to continue to deliver high-quality and meaningful home learning should we need to close the school, either part or full, due to the current coronavirus pandemic, we have created an online platform via Microsoft Teams.

Each class will form a team which will, if needed, include daily work for children to complete at home, links to helpful websites, fun activities and games for them to practise essential skills and continue their learning. It also provides a platform for children to keep in touch with their classroom staff and each other which is so important whilst away from school.

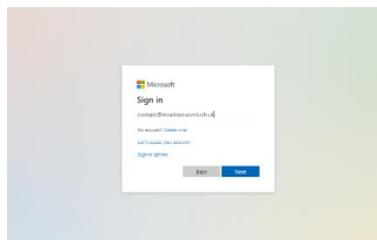
Below, we have provided a step by step guide on how to access Microsoft Teams. This will become your daily source of learning should your child need so self-isolate due to contracting or coming into contact with someone who has tested positive for Coronavirus, or for any other reason that the wider school community needs to close for any period of time. Microsoft Teams, and the work that we will provide within it, will enable your child to continue their education at home.

Step by step instruction on how to access Microsoft Teams:

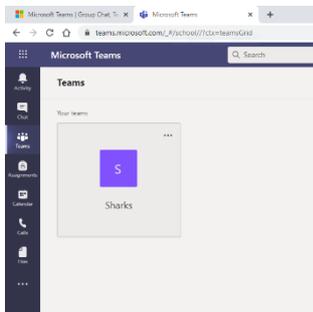
- 1) Open up a web browser and search for 'Microsoft teams' and select the first option **or** click this direct link: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>
- 2) Once on the correct website, select the sign in option



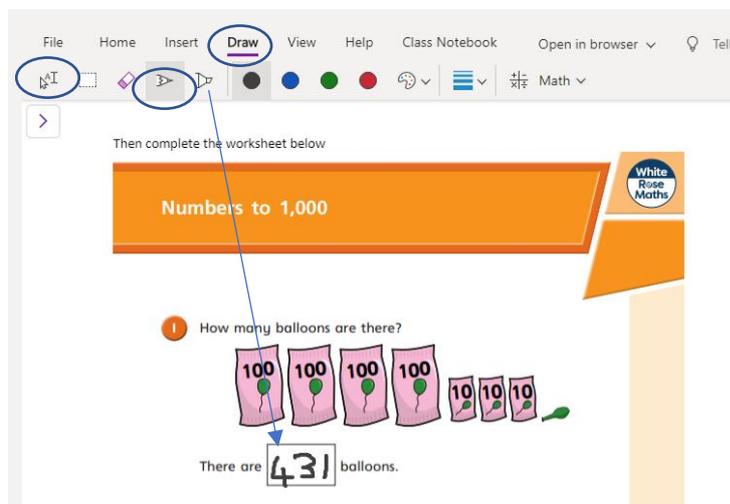
- 3) Enter your username and password when prompted. If you are going to be using the same device throughout your home learning period. It may be worth selecting for your computer to 'stay signed in' to save you having to enter your details in every time.



- 4) You shall then be directed to your class's 'Team page' Click on this to enter your class area.
- 5) Once clicked, you will be taken to the class page feed. Along the top of the feed will be some options for you to choose. To find your work, you need to click on 'Assignments'



- 6) If you have been sent a worksheet, you can use the 'draw' tab to either add text boxes and write on top of the worksheet or select the pencil to physically write your answers on top of the sheet either with a touch if you are using a tablet or by using a mouse or tracker pad. This will allow you to complete worksheets and send them back to us without you needing to print off work and scan them back to us.



- 7) Work is automatically saved on the platform whilst your child is working. When you complete work, don't forget to click 'Turn In' as this will send it back to your teacher so they can mark your hard work!

Initially, in order for you and your child to get used to this platform, all homework will be set through TEAMS, from 9th October. If you have any general enquiries during this time then please email your class teacher via the class email addresses e.g. sharks@meadows.worcs.sch.uk