

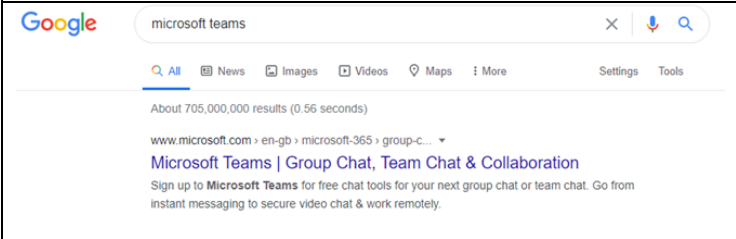
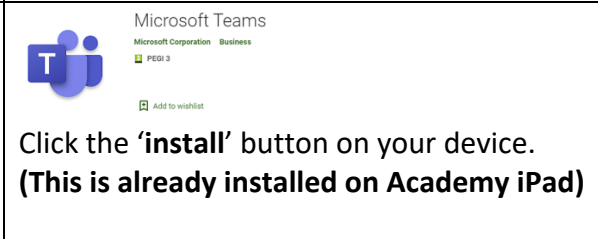
Dear Parents/Carers,

### **Microsoft Teams**

As a consequence of the extreme temperatures we will be moving to remote learning for periods 4 and 5 tomorrow for all year groups. We will be using MS Teams and your child will go through this during tutor time tomorrow so that they are clear how to access lessons.

To take part in any of the remote learning, your child will need to use **Microsoft Teams**. Please follow the instructions below so that your child can join in at home:

#### **1) To access 'Microsoft Teams':**

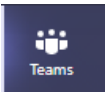

If you are using a <b>computer</b> or a <b>laptop</b>	If you are using a <b>tablet, i-pad</b> or <b>smart phone</b>
Google search 'Microsfot Teams'	Search 'Microsoft Teams' in your App Store
	 <p>Click the '<b>install</b>' button on your device. <b>(This is already installed on Academy iPad)</b></p>

#### **2) Login to Microsoft Teams:**

**Username:** Your school email address

**Password:** The password you use to log in to the computers AT SCHOOL.

#### **3) To access the remote learning:**

<b>Computer or laptop</b>	<b>Tablet, I-pad or smart phone</b>
Click the icon 'Teams' at the bottom to find your class. e.g. <b>2020-OAX-7A</b> 	Click the icon 'Teams' at the bottom to find your class. e.g. <b>2020-OAX-7A</b> 

Please read through the online learning agreement with your child before they take part.

Yours sincerely,

R. Revell

Associate Principal

## Online Learning Agreement

- All live lessons will be recorded
- If you post a written message, it has to be about school work only. It is not to be used as a chat room
- Written messages cannot contain informal language
- Find a quiet area and ask everyone else to remain quiet during your lesson
  - Use headphones/earphones if possible to help you to concentrate
- Mute your microphone when the lesson starts
- Remain in the lesson for the whole time
- Speak kindly and appropriately through any written messages and if you were asked to talk by your teacher (if the chat function fails your teacher may unmute your microphone to ask you key questions)
- Behave as you would be expected to in a lesson at school:
  - Listen carefully to your teacher
  - Only speak when your teacher asks you to
  - Contribute to the lesson and ask questions like you normally would
  - Sit sensibly during the live lesson
  - Complete the tasks that your teacher gives you