



5<sup>th</sup> January 2021

Dear Parents/Carers,

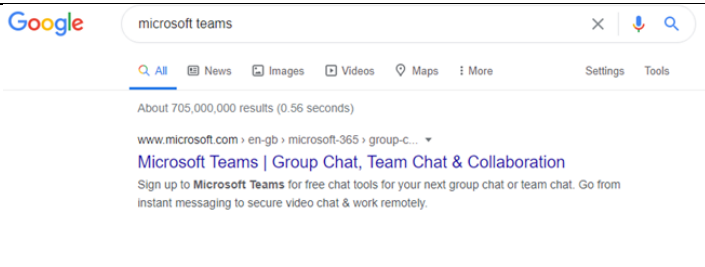
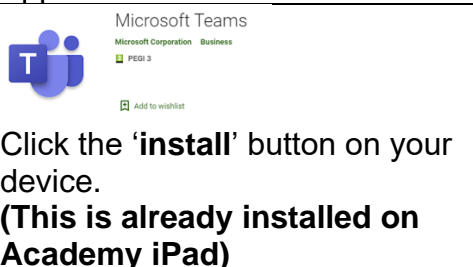
### Microsoft Teams

As part of our online learning offer during lockdown we will be using Microsoft Teams so your child can access learning from home via their iPad. We have spent time during our lessons in school preparing students for this and teaching them how to access Teams. We will be offering a blend of live lessons where students will follow their usual timetable and access the lesson via a meeting invite and lessons where the materials are saved under their class Team. This will be in place for Wednesday to Friday and then after this we will review our practice and update you on how we will proceed during lockdown.

We have also created an online learning agreement to ensure that our lesson expectations remain the same at home as at school so please read this and ensure that you discuss it with your child.

To take part in 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 'Microsoft 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>

**Believe, Achieve, Succeed**

 @OAWintringham #proudtobeOAW  
 OasisWintringham

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## 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:

Computer or laptop	Tablet, I-pad or smart phone
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>

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