



12th October 2020

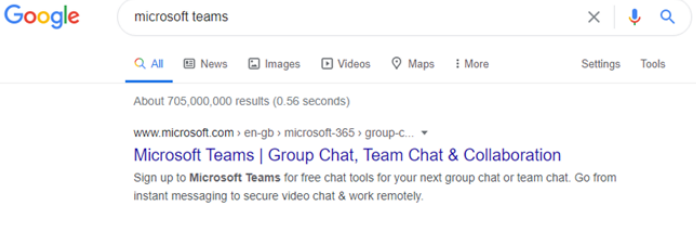
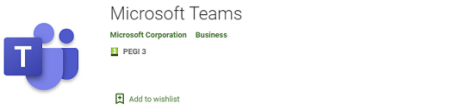
Dear Parents/Carers,

Microsoft Teams

Over the next few weeks, we are going to be using Microsoft Teams in lessons so your child can access learning from home should the need arise. We will be setting assignments and quizzes on Microsoft Teams, remote learning will be available here (from after half term) - and will need to be completed if your child is self-isolating - and lessons in school time will take place on this platform in the event of a local/national lockdown. Every child has been signed up to a Microsoft Teams account and at times, we will be teaching live lessons from the platform or sharing recorded lessons should the need arise.

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

Believe, Achieve, Succeed

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 OasisWintringham

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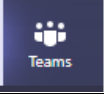



2) Login to Microsoft Teams:

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. 2020-OAX-7A 	Click the icon 'Teams' at the bottom to find your class. e.g. 2020-OAX-7A 

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

Yours sincerely,



Associate Principal

Online Learning Agreement

- All live lessons will be recorded
- If you post a written message, it has to be about schoolwork 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