Information for Parents about remote learning / accessing work

Using Microsoft Teams

Since September we have made the decision to use Microsoft Teams as our way of setting work for students who are not in school and sharing materials with **ALL** students. We are also developing our use of this for setting and completing homework. It allows us greater flexibility to make lessons available, add revision resources and link to other tools we may use in school. This is an area we will continue to use and develop as a school over the coming weeks and months so it is really important that students, and you as parents, become familiar with how this can help them.

Staff will no longer set work via ClassCharts – this is a change for you as parents as you were able to have your own login to ClassCharts. Currently there is no facility for parents to have their own logon to Teams.

ClassCharts is still used for rewards but does not offer the same scope as a tool for delivering our curriculum.
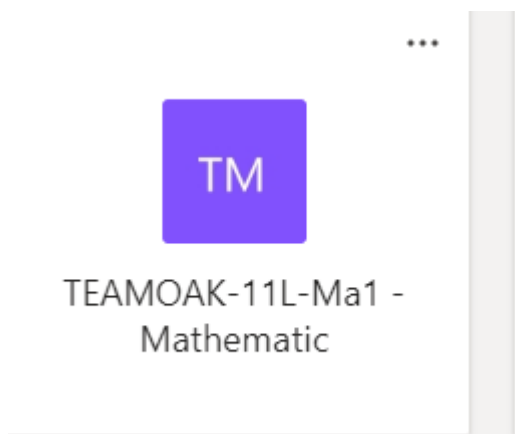
Microsoft Teams is accessed using your child's school email address. All students should know their login details and how to access Teams. A copy of the information shared with students about how to access Teams is available on the school website. Students also have access to all the Microsoft applications including Word, PowerPoint, Excel and others when they login to Office 365 via the school website.

Teachers will upload their lesson materials for every lesson onto Teams. This means that students self-isolating can access them but in addition all students can continue to refer to them after the lesson has happened. Lesson materials can take several formats including:
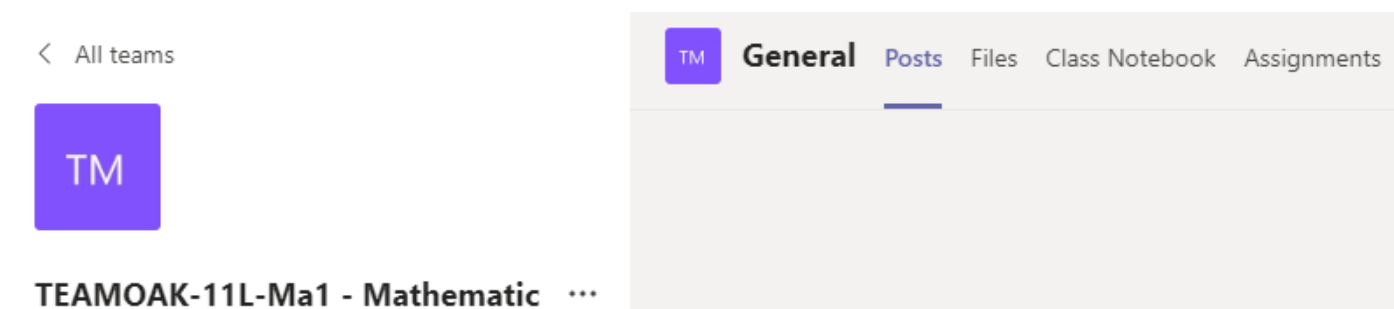
- Short video clips with teacher modelling
- Voiced over PowerPoints.
- PowerPoint presentations.
- Written tasks
- Reading materials
- Quizzes and assessments

Work for students is normally found in one of two ways - Assignments or Files. The screen shots below give you an example of how a student may find the work for their lessons.

Each teaching group your child is a member of has its own 'Team' - students access the materials for that a particular class by clicking on the relevant class e.g., this is 11L Maths 1
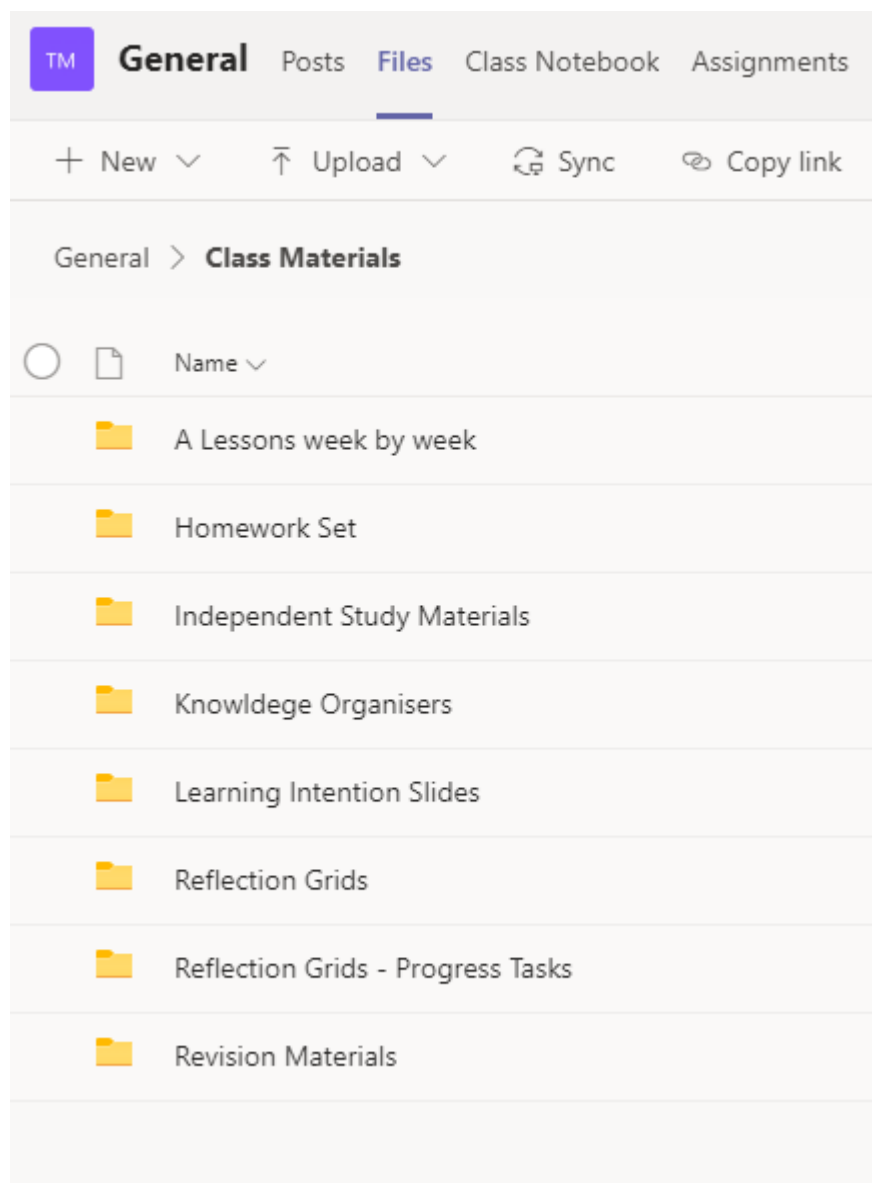

TEAMOAK-11L-Ma1 -
Mathematic

When students click on the class icon, they access a page with a number of Tabs at the top

< All teams

TM

TEAMOAK-11L-Ma1 - Mathematic ...

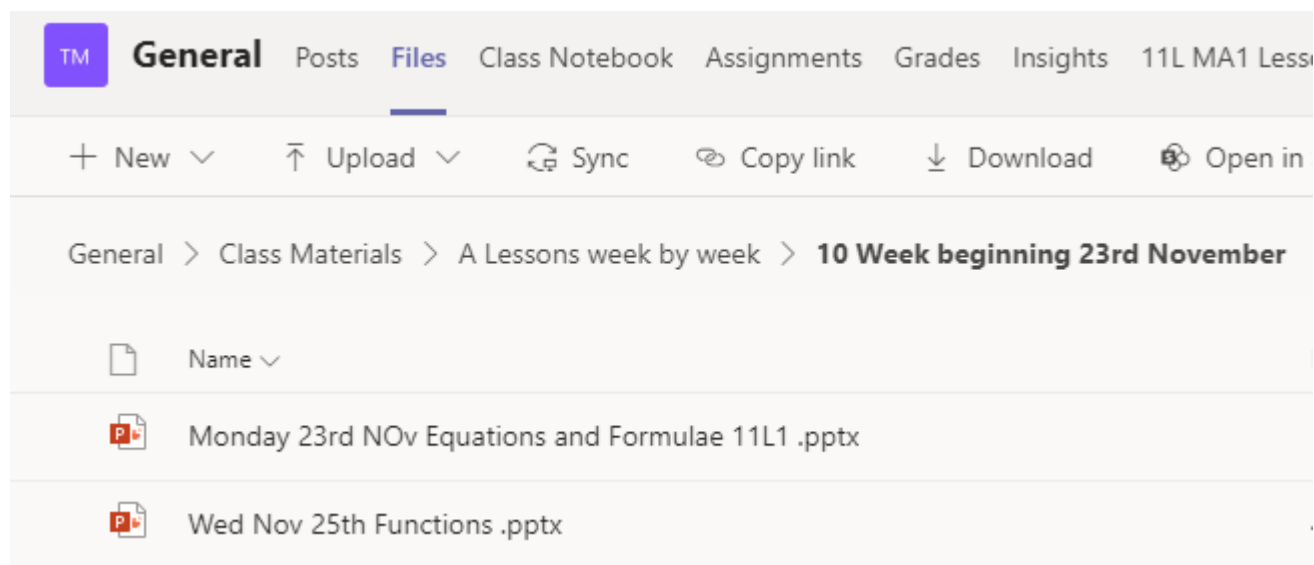| TM | **General** Posts Files Class Notebook Assignments |

FILES TAB

Clicking on the files tab will give students access to many relevant materials. Each teacher organises these in the way that suits them but an example of how this could look is shown below.

| TM | **General** Posts **Files** Class Notebook Assignments |

+ New ∨   ↑ Upload ∨   ⟳ Sync   ⊘ Copy link

General > **Class Materials**

○ 🗋 Name ∨

📁 A Lessons week by week

📁 Homework Set

📁 Independent Study Materials

📁 Knowldege Organisers

📁 Learning Intention Slides

📁 Reflection Grids

📁 Reflection Grids - Progress Tasks

📁 Revision Materials

Clicking on the relevant folder gives students access to the materials, an example is shown below.
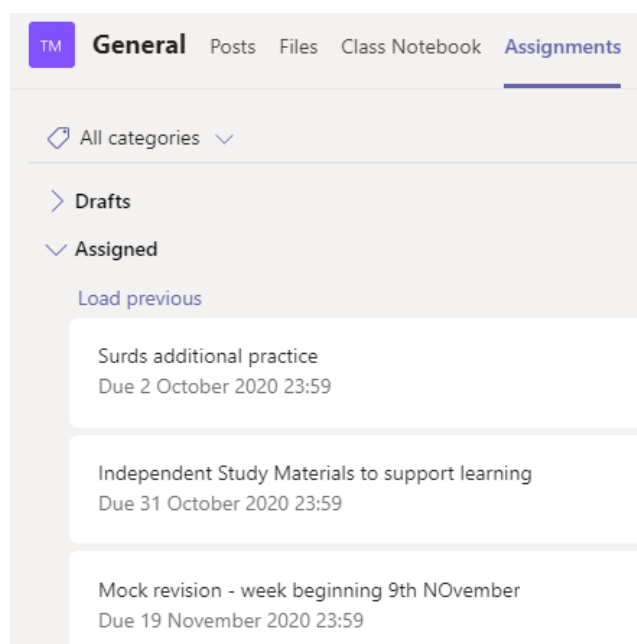

Tasks and work set will sometimes be contained within the relevant PowerPoint and often the PowerPoint contain spoken instructions from the class teacher.

Assignments Tab

Some staff use the assignments tab for work / homework as well as the files Tab

Each time an assignment is set students will receive a notification. The assignment will include details of how and when work needs to be submitted.

All students received a short induction to Microsoft Teams in September and a copy of this is available through the website.

Where to get help if you need it.

Encourage your child to speak to their class teachers about how they can use Teams to support their learning.

If your child cannot access Teams – please email their tutor in the first instance.

If you have a question about a specific lesson – email the class teacher in the first instance.

Technology can be a challenge at times but if you have any queries get in touch with us so that we can try to address.

Thank you for your ongoing support as we continue to develop our use of technology to best support our students in and beyond school.

Liz Hart

Associate Headteacher

lhart@beckfootoakbank.org