

## A Parent's Guide to Microsoft Teams

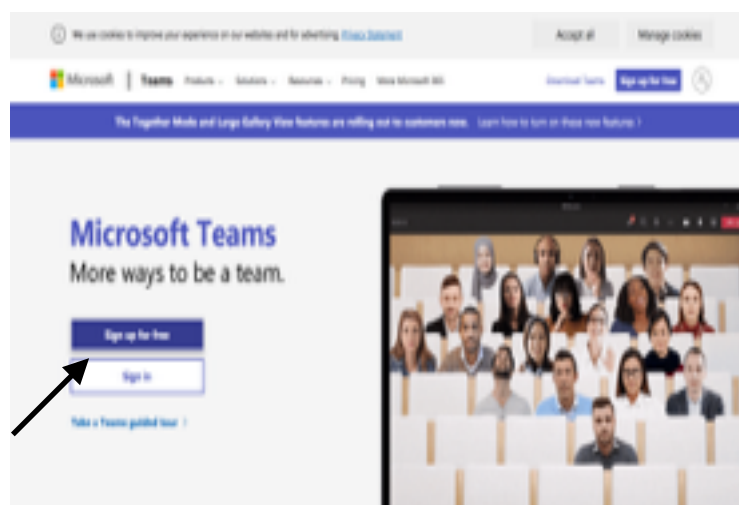
Microsoft Teams is digital platform that lets teachers keep in touch with children remotely.

Alexandra Park Junior School staff will use Microsoft Teams for live learning during lockdown and also when lockdown is over and classes / children need to isolate.

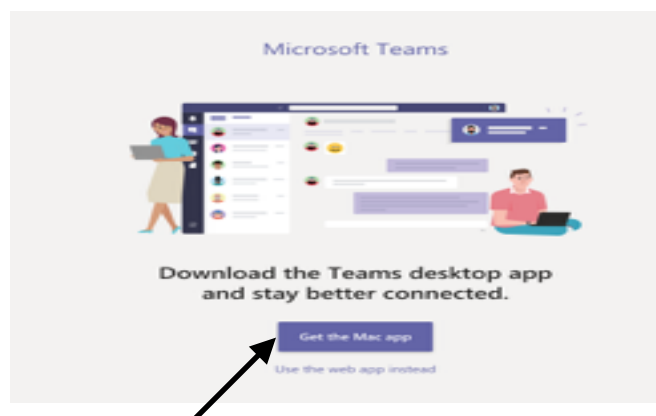
### Sign in methods:

#### 1. **teams.office.com (Web Browser)**

You will be asked to sign in to Teams. Sign in using your child's school username and password that has been provided. Please keep the log in information safe in case you are logged out for any reason.



Once you have signed in, you may be asked to download the app to use Teams in the future. You are responsible for protecting your child's password. If you do not want to download the app, there is the option to open teams using the web app instead.



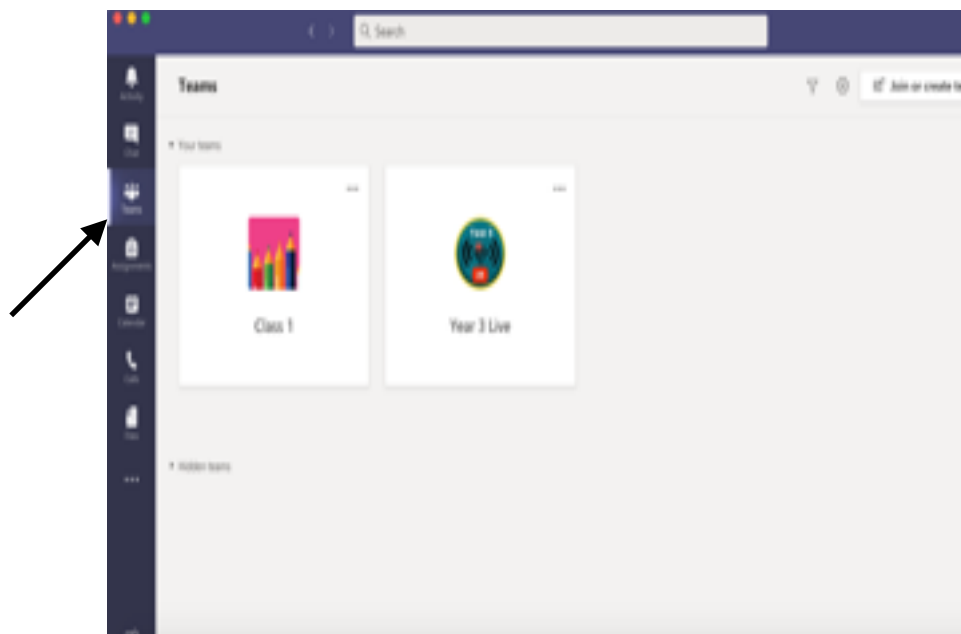
#### 2. **Teams App (Desktop computer, laptop, tablet etc.)**

You can download the Teams App on to your computer, laptop, phone or tablet. This makes it quicker and simpler to log in and has more functions than using the web app.

Again, sign in using your child's school email address and password that has been provided.

## Finding Your Way Around Microsoft Teams

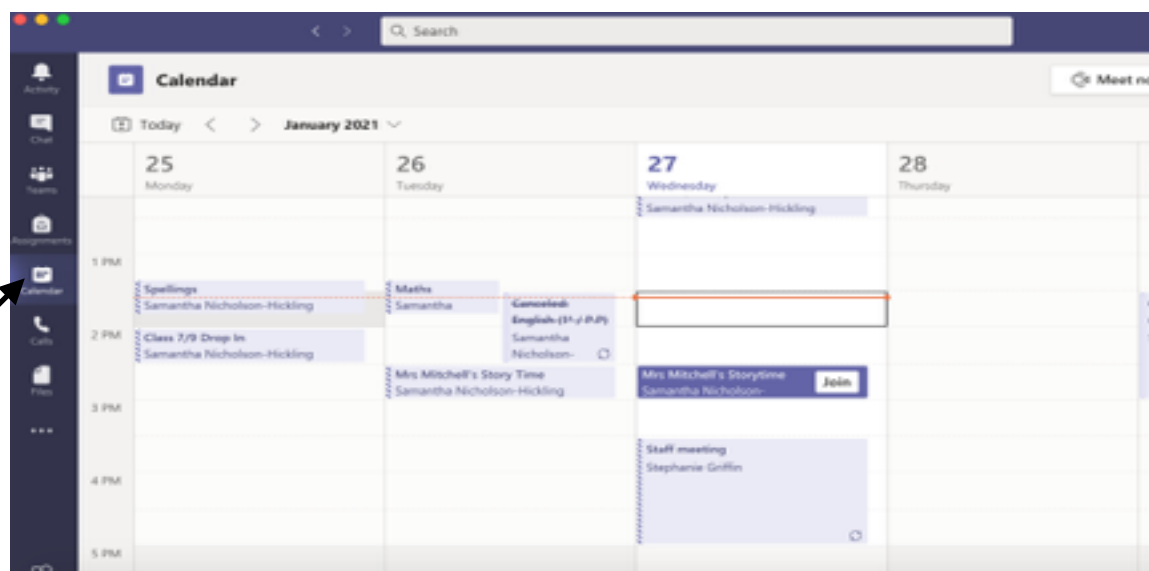
### My Teams



Once your child has logged in to Teams, they will be able to see their class which has been pre-made for them by their class teacher. Essentially, the word “Teams” is just another word for “Class”. If they click on “Teams” they should be able to see 2 Teams they are part of. One should say their Class number and one should say their Year group. The Year group one is the one they will be joining to do their live lessons.

### Live Lessons

Teachers will be able to communicate with pupils using the inbuilt video conferencing system on Microsoft Teams. Within the Team, the teacher can set Live Lessons for pupils to join. The meetings will be determined by the teacher at a specific time and date. Pupils will be instructed to join the meeting by clicking the “Join” button that will appear on the “calendar” section.



The children will need to wait in a lobby and the teacher will admit them at the start of the lesson. Once you have joined the call, we ask that the children turn the cameras off and turn the microphone to mute, the teacher will ask children to unmute themselves if needed during the session. There is also a function that allows you to raise your “virtual hand” if you want to answer a question but you can also use this if you need any assistance.

**Private Chat**

Please note that the chat facility is only to be used for questions related to the lesson taking place, It is not to be used to socialise with your friends. All communication on Teams is monitored by staff. Children should only use Teams to communicate with teachers during school hours.

**More Information**

For more information on rules and expectations for Live Lessons, please refer to the Alexandra Park Junior Schools’ policy on Acceptable Use and Code of Conduct for pupils and parents during remote learning.