



St Peter's C of E (Aided) Primary School

Little Green Lane, Farnham, Surrey, GU9 8TF

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www.stpeters-farnham.surrey.sch.uk

Head Teacher: Mrs Sarah Dunning MEd ALCM



St Peter's Home Learning on Microsoft Teams

All learning will now be shared and monitored on Microsoft Teams. This platform is linked to our system, meaning we can monitor for safeguarding purposes.

How will home learning work on Windows 365?

- Your child will have a login for Office 365. This will be needed to access learning- so keep it safe.
- Work can be completed by children at a time that suits your schedule - but must be done each day.
- Activities and assignments will mainly be on the computer. If children would prefer to complete their learning on paper, they can for the assignments but not for self-marking quizzes. You may also attach a photo of your child's learning if you wish.
- Feedback will also happen on this platform and the teaching team will communicate in the chat room.

How do I access the Home Learning on Teams?

To access home learning, you will need to download Microsoft Teams. This is a free download via the following link:

How to access the platform once you receive your login details

- Right-click on the **Sign into Office 365** in the orange box
- Select Open hyperlink
- Sign in with the username and password

Or just search for:

O365 login

Or use this link:

<https://login.microsoftonline.com/>

Once you have signed in you may be asked to download the app to use Teams in future. If you do not want to open the app, there is the option to open teams using the web app instead.

Following all the steps will result in the app having an icon on your device's page. From there, you can use your child's logon.

What is a Team?

- Essentially the word 'Team' is just another word for 'Class'. Once your child has logged in to Teams, they will be able to see their class Team. Within their Team they will also be able to see there are different areas with links to the learning.
- Click on your child's Team to begin.
- You will see any posts from teachers and information linked to that day along with details of lessons and any resources needed to help your child with the assignments they have been set.



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You will become familiar with the following functions:

➤ Files

When you click on *Files* you will see any resources that have been uploaded to help with the learning. There may be worksheets to complete, materials to read or videos to watch.

➤ Assignments

Teachers will set learning for pupils in *Assignments*. Click the 'Assignments' tab to see what has been set for the day. Follow the instructions on Assignments to complete the learning and submit to the teacher. When you have completed a task and you are ready to submit, select the assignment you wish to submit and then click 'add work'. Choose the file to upload and then click 'Turn in'. The teacher can see who has returned the learning. Only the teacher can see your work. You will receive a notification on Teams to tell you when work has been seen by a teacher.

➤ Private Chat

Private chat functions have been disabled for pupils. All communication on Teams is monitored by staff. Children should only use Teams to communicate with teachers during school hours. Teachers will be available for live response during two sessions each day at specific times.

➤ Live sessions

Staff will be able to communicate with pupils using the in-built video conferencing system on Microsoft Teams. Within the Team, teachers can notify pupils when a live session is set. These will be at specific times each day for each year group. This will enable families to plan their day. Pupils may join the meeting by clicking 'join' on the 'calendar' section. The teacher will end the session, or you may leave by pressing the red button.

Live sessions should not be joined from a bedroom. Children should not be wearing pyjamas and in-school standards of behaviour will be expected.



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