



**Hamilton Academy
ESPRIT Multi Academy Trust**

Barthomley Road, Birches Head, Stoke-on-Trent, ST1 6NW

Telephone: 01782 234420 Email: hamilton@espritmat.org

Executive Principal & Designated Child Protection Officer: Mrs S Moran

Academy Principal & Deputy Designated Child Protection Officer: Mrs Y Glaister



Dear parents/carers,

We are very excited to announce that we now have all pupils set up on Microsoft Teams. Shortly, all teachers will be sending you a message to confirm that you would like your child to join in. Once you confirm, your child's log in details will be sent to you on Class Dojo.

Microsoft Teams can be accessed via the Teams app, **or** on a web browser if you would prefer not to download the app.

To access Microsoft Teams follow the steps below.

Step 1

Visit the Teams website to sign in to, or download, Teams. <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/> Download the Teams app on your device. You can do this on a phone, tablet or computer.

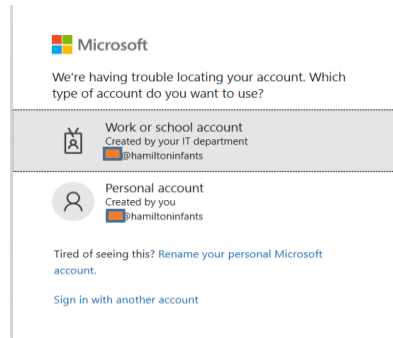
If you prefer not to download the app, follow this link <https://www.microsoft.com/en/microsoft-teams/group-chat-software> to sign in using your username and password.

Step 2

Once the app has downloaded, enter your Teams username.

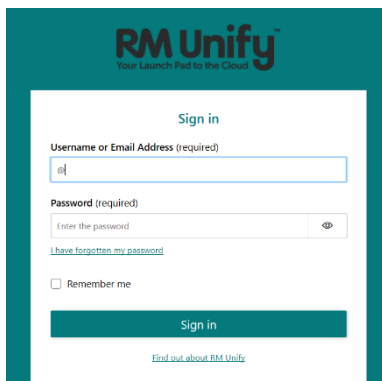
Once you have completed this step, you may see a similar box appear to the one shown in the pictures.

If this appears, please click 'work or school account'.



Step 3

You will be redirected to enter your RM unify username and password.



A box similar to the one in the pictures.

Login using your username and password.

Your child's RM unify username will end in @hamiltoninfants

You may be redirected first to a different login page. If this happens, click 'sign in using a different account'. When you are redirected, then you can use your child's RM unify username and password to login.



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Step 4

Open your child's class page.

Your child's class teachers will begin to plan some 'live' sessions with the children. These 'live' sessions will be planned in advance and teachers will let you know what the focus for the session will be.

Use meetings in Teams to virtually join your teacher and classmates in 'live' sessions.

Step 1

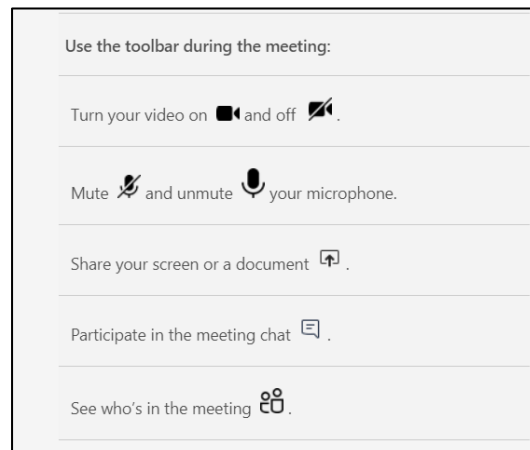
Select Calendar on the left hand side of the app **OR** you can join the class page 5 minutes ahead of meeting.

Step 2

Click **Join** when it is time to meet with your teacher **OR** click on teachers meeting and join. Adjust your audio and video settings, then click **Join now**.

When joining 'live' lessons, please ensure that:

- You are on mute and your cameras are turned off (Your class teacher will invite you to unmute and turn on your camera at selected times)
- You are dressed
- You are downstairs with an adult close by



Please note sessions will, be recorded for safeguarding purposes.

We cannot wait to start 'live' sessions with you. As always, please bear with us whilst we all navigate this new way of working.

Regards,

Mrs C Robinson