

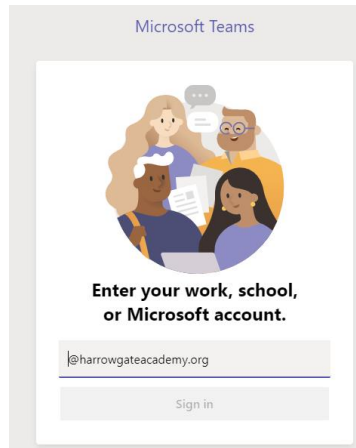


## Guide for children and parents using Teams to support home learning

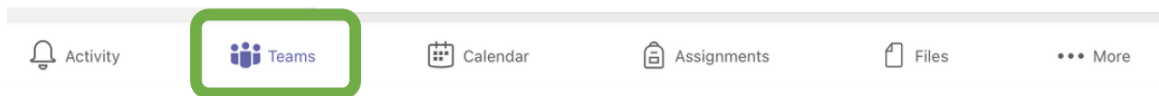
You will receive a message from your child's teacher giving details of an email address and password for your child.

To access Microsoft Teams you can use your Home Learning ipad. If using your own device you will need to download Microsoft Teams (it is free)

Login using the email address and password provided to you by your teacher.

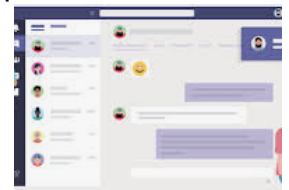


This will then grant you access to your own page. You will see that you have access to the class page for your child. Please click this to open the main page.

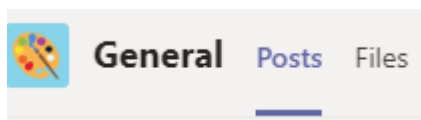


The **Teams** section shows your child's class activity and assigned groups.

After clicking into the class you have been assigned to you will have access to the main screen. This is where you will see information and messages posted.



### Teaching Videos and resources:

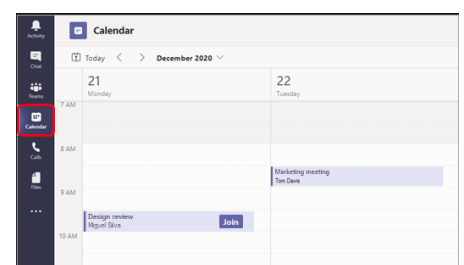


This is an image of the top left of the class page. You will be able to access saved videos and resources placed by the class teacher by clicking on **files**.




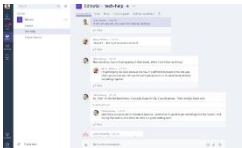
### Joining meetings:

To join a planned meeting click on the calendar tab on the left.

Then you will see the meeting and 'join' is highlighted. Click 'join' and you will be taken straight to the meeting.



## Expectations whilst in a 'meeting', lesson:

1. Join the meeting with camera on  and microphone off. 
2. Children are to be dressed so that it is appropriate for them to be seen on camera.
3. Children to be in a space that is quiet and away from distractions.
4. All adults and children in the house need to be aware that every person on the call can hear them. Mind your language. 
5. The 'chat' area is monitored by Harrow Gate staff and inappropriate use will not be tolerated. 
6. If watching / listening to a live lesson and you have a question, use the 'hands up' feature. 