



The Meadow Community Primary School and Pre-School

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25th September 2020,

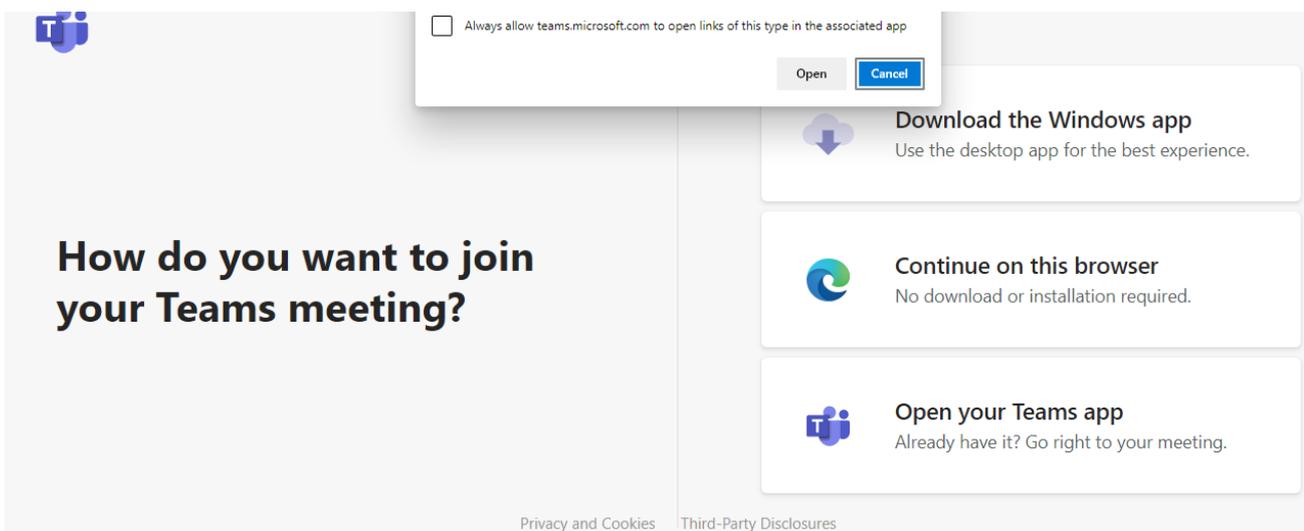
On line learning – Microsoft Teams - Protocol

Dear Parents / Carers,

As mentioned in previous correspondence, we are hoping to deliver some live lessons if a year group bubble has to close. We are writing to give you some more information about how we intend to run these lessons and to allow you to prepare for such an eventuality.

One of the teachers in the year group will set up a meeting on Microsoft Teams. A link will then be sent to you via Weduc. If you are accessing the link via a mobile phone or an I-pad it will ask you to download the MICROSOFT TEAMS app. Please do this in advance. When you click on the link you can then say 'already have the app'. Then click on 'join meeting – join as a guest – put **YOUR CHILD'S FIRST NAME AND SURNAME INITIAL** in.' If we do have to close a bubble, we will have a practice go with you before doing a full lesson.

If you are accessing the lesson on a lap top you will see these options.

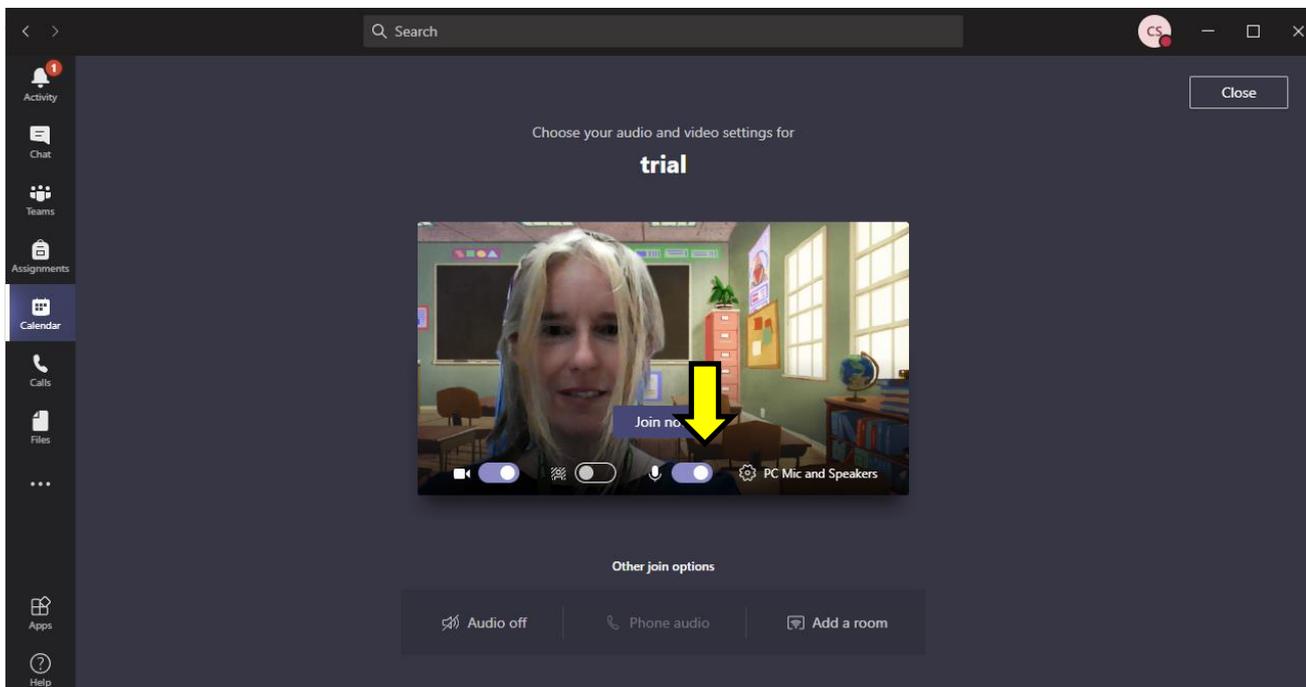


If you have downloaded Teams you can click on OPEN YOUR TEAMS app, alternatively you can click on CONTINUE ON THIS BROWSER.

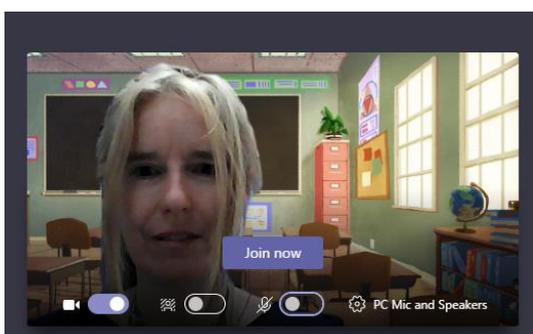


When you click on JOIN – the teacher will need to let you into the meeting (you will be waiting in the lobby until then.) Please do not click on join until a few minutes before the meeting (lesson) is due to start (no more than 10 minutes in advance).

When you are in the lesson please **mute the microphone** – if you don't there will be a lot of feedback which sounds like interference coming through. To do this click on the microphone icon as shown below.



The picture shows the microphone is ON – when you click on it, the blue shading will disappear and there will be a line through the microphone icon (see photo below).



It is up to individual parents if they wish to **turn off the camera** (which will mean people will not be able to see you). If you decide to leave your camera on, please ensure that children are being sensible during the lesson.

An **adult should be present** with the child to ensure that they are ok and to help where necessary.

The teacher will be using the screen share option which means they will be able to share slides /text etc. with the children like they would do in the classroom. They may give you a few minutes to jot down some answers if appropriate.

When the lesson starts, the teacher will begin to **record the lesson** in case anyone has missed it – the lesson can then be shared at a later time. We envisage one teacher in the year group doing a maths lesson and the other teacher doing an English lesson each day. Once the slides and tasks have been shared, the teacher will give the children a set amount of time to complete a task, where possible they will provide answers to these. Teachers may direct children to complete specific sections in their CGP books.

During this time, the teacher will turn off their microphone and video. If you have any questions during this work period, please email them to the year group email address and someone will try to answer as quickly as possible. After the time allocated, the teacher will come back to the meeting (lesson) and will recap what has been taught.

We know this is all very new to us and hopefully we will not need to close any bubbles, however, we wanted you to be fully aware of our intentions regarding our home learning.

Stay safe,



M. Brookes
Executive Head



L. Allen
Heads of School



C. Smith