



Microsoft Teams Checklist and protocols:

As this is a new communication platform for us all, we have laid out clear protocols and expectations:

- All parties will be expected to follow these protocols, for the safeguarding of all stakeholders, and as such, breaches of them will be taken seriously and followed up.
- We will monitor the implementation of this system and may update these protocols accordingly.

The schools blended learning approach:

- Microsoft Teams will be used as part of the schools blended approach to learning and teaching during this national lockdown.
- As a school we are committed to:
 - teaching a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject so that pupils at home can progress through the school's curriculum
 - setting meaningful and ambitious work each day in an appropriate range of subjects
 - providing teaching that will include both recorded or live direct teaching time and time for pupils to complete tasks and assignments independently.
 - This will be provided by resources published on the schools website by 9-30am each day, as well as through the schools YouTube channel, MS Teams and additional online learning applications, including: professor assessor, reading eggs, mathletics, Letter-join and charanga.
 - providing opportunities for interactivity, including questioning and reflective discussion – this will be facilitated via work sent in and fed back on directly to pupils via the class emails, as well as via live Teams lessons
 - providing scaffolded practice and opportunities to apply new knowledge – this will be modelled through written modelling of work or skills, presented via the webpage, or through pre-recorded modelling via the schools YouTube channel or through external weblinks, or live modelling via MS Teams.
 - enabling pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate – this feedback will be provided via the class emails and written feedback, oral feedback via MS Teams and ahead staff will be using online assessment tools such as mentimeter.
 - using assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge – assessment will be carried out via work sent in and fed back on in class emails, or assessments created via the schools online learning platforms (professor assessor, reading eggs, mathletics), as well as assessments created and published via the class web pages to be completed and emailed in and through assessments created via online applications such as mentimeter.

Microsoft Teams:

- Microsoft Teams will now be a key part of our blended learning approach, allowing staff to deliver live learning and give instant support and feedback to children.
- Microsoft Teams can be accessed on any device that has internet connectivity and can include: PCs, tablets, phones, TV's and via an X-Box or Playstation 4 (*please see below although we would clarify we have not thoroughly tested these instructions but have been assured they will work*)

Xbox Instructions

Plug a keyboard into the Xbox USB slot

- Go into **MY GAMES AND APPS**
- Find **MICROSOFT EDGE** and select
- Access TEAMS
- Use a mouse or the Xbox Controller to move around

PlayStation 4 Instructions

- Head to your console's Library and choose the option for games and applications
- Select Applications and fire up the PS4 web browser
- Type **MICROSOFT TEAMS** into the browser and then log in to your Teams account via your username and password
- Don't forget your headset if you need to interact.

Aims:

- As a school we aim to use Microsoft Teams as part of a blended learning approach.
- As a single form entry smaller school and with teachers also teaching in class all day to critical worker and vulnerable pupils, we will be using live lessons as part of our weekly lesson delivery, not across a whole days teaching.
- A timetable for when your children's classes lessons will be taking place will be published and sent out at the start of each week.
- The lesson content and context will be signposted and explained in documents uploaded to the class webpages
- There will also be supporting documents on the class webpages that may need to be ready before the lesson to support the Teams input or follow up independent tasks
- The Teams lesson will predominantly allow for staff to support children with live input, teaching and modelling of new learning
- It will also allow for children learning at home to connect with their staff in school and also communicate with their friends and classmates across this period of enforced absence
- The live input will typically last for between 15 to 30 minutes, after which time the live camera feed will be switched off
- The lesson will remain open to children at home and they will then be able to use the live chat function or hand up tool to ask questions and receive feedback and support on their learning, also allowing staff to work with the children in the class during this period of expected independent work
- Some Teams sessions may also take the form of class assemblies, discussions, feedback sessions, work sharing opportunities, or even collaborative PE or art sessions

Login Protocols:

- To access Microsoft Teams we will re-send the login and download instructions we sent out for our parents evenings, although most of you will still hopefully have the application downloaded from those meetings
- Children will not need individual emails or their own unique logins
- Each class will have their own secure online classroom and we will send you invitations to lessons in a separate email.
- You will use these links to log in to teams on the scheduled day and time of the lesson
- **So, to access the session:**
 - **Log in to Teams as normal**
 - **Once in Teams, click on the link sent to you via email**
 - **This should take you straight to the meeting (lesson) and your child's ONLINE CLASSROOM**
 - **Once in there, the lesson title and timing will be visible on the screen**
 - **On the screen there should be a JOIN button**
 - **Click on that to join the meeting**
 - **Once in the meeting you will be held in the LOBBY and the member of staff will then invite you into the meeting/lesson**
- Once in the lesson/meeting we will ask that cameras are on for the initial meet and greet part of the session, but that once into the lesson we will expect pupils learning at home to turn their cameras off.
- The meeting and lesson will be controlled by the organiser, i.e. the member of staff
- Children learning at home will also be expected to switch their microphones off, until or unless asked to contribute or they put their hand up to ask or answer a question
- Staff will take children through the ways to use Teams at home, but the HAND UP tool can be accessed by hovering over the screen and a toolbar will appear. There is a small HAND ICON, click on that and you will put your hand up and staff will know you have a question or answer
- There are other functions that staff will guide the children through as they work more within MS Teams
- Once the session has ended, all pupils must leave the session and the online classroom

Protocols:

- Children will be expected to dress appropriately to join in the live learning from home, e.g. not in pyjamas, as they will be learning with the children in school
- Please ensure they have a quiet space in which to access the learning
- We are aware that not everyone will be able to access every live lesson we have scheduled and hence worksheets and tasks for the session will also be posted on the class web pages to allow accessibility to all.
- None of the lessons or learning are to be recorded at home, or shared with anyone on any device, under any circumstances, for safeguarding purposes
- Lessons will be recorded and stored securely in school for safeguarding purposes, protecting all participants in the session
- Behaviour expectations and policies still apply and should staff deem it necessary, i.e. the behaviour or contribution to the learning is not appropriate, then children can and will be asked to leave the live lesson when working from home. This will also be passed on to the Headteacher for follow up.
- We would ask all families to be mindful of the fact that when the children are using the microphone and camera to contribute from home, these can and do pick up sound and pictures from around the home, so to please ensure all those in the house are aware that live learning is underway.

Conclusion:

- We are looking forward to what this additional tool can bring to our blended learning approach in school and with it being a new platform we are aware there will be teething problems and that together we will all evolve and develop its use and efficiency
- If you have any concerns, problems or issues accessing MS Teams, please do contact the school
- We look forward to the first week of sessions commencing from next Tuesday 19th January.
- There will be no Teams teaching on a Wednesday as in school we have French and PE lessons in school.
- The first weeks' timetable will be the following, i.e. on Tuesday, Thursday and Friday:

Teams Time Slots

Time slot	Class
9am to 9-30am	Antelopes – year 4/5
9-30am to 10am	Zebras – year R
10am to 10-30am	Giraffes – year 3/4
10-30am to 11am	Meerkats – year 6
11am to 11-30am	Leopards – year 2/3 & Lemurs – year 1/2
11-30am to 12pm	Antelopes – year 4/5
1-30pm to 2pm	Meerkats – year 6
2pm to 2-30pm	Leopards – year 2/3 & Lemurs – year 1/2
2-30pm to 3pm	Giraffes – year 3/4
3pm to 3-20pm	Zebras – year R

Mr Ian Bolton
Headteacher