



Valley Primary School

GROWING AND LEARNING TOGETHER TO BE THE BEST WE CAN BE !

ASPIRE...ENJOY...ACHIEVE...CHALLENGE !

Valley Primary School Live Online Sessions Parent Help Sheet

In order to facilitate the children's learning when we need to isolate a bubble in school, we will be using Microsoft Teams to maintain contact with our families and aid with delivering learning.

Live sessions may take on the format of a live lesson with your class teacher, short question and answer sessions, celebration and feedback for completed tasks, modelling of reading.

Code of Conduct

Our usual expectations of respectful behaviour will apply at all times during our Teams meeting live online sessions. Please ensure that you have read the following information and agreed to the expectations outlined.

As the parent, you are the custodian of the allocated email address and password and you will therefore be responsible for the safe use of these details. You agree to ensure that your child complies with our acceptable use agreement and the rules and guidance below and by allowing your child to join the meeting, you give permission for them to be seen/ heard by other children and parents in their year group and for school staff to monitor the virtual meeting or lesson for monitoring purposes as is deemed necessary.

General Rules and Guidance:

Your child must:

- Be on time for their Teams meeting – teachers will start the Teams meeting at the scheduled time. Do not try and join the call before the start time or use the chat feature without the permission of the teacher, please wait until the teacher has started the meeting.
- Be dressed appropriately for learning – we don't expect your child to wear school uniform but they must be dressed in sensible clothing.
- Access the session from a communal area in your home, for example your living room or kitchen.
- Make sure that all communication with teachers and other pupils is responsible, sensible and respectful and no recording or screen shots take place.
- Hang up and leave the call when the teacher finishes the meeting – do not re-join the call or continue to use the chat after the meeting has been ended by the teacher.



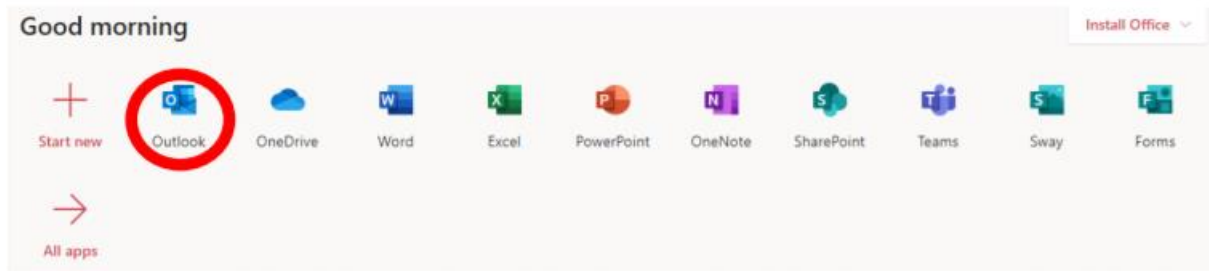
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How to access emails:

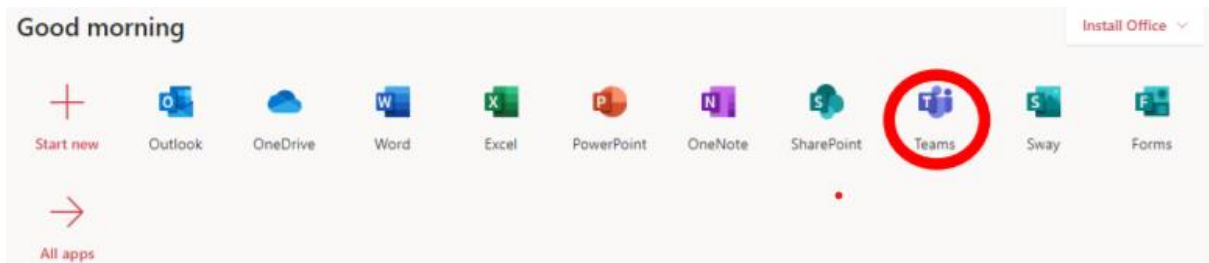
1. Open www.office.com and sign in with your school email address and password.
2. From your office homepage, click on the Outlook app to open your emails.



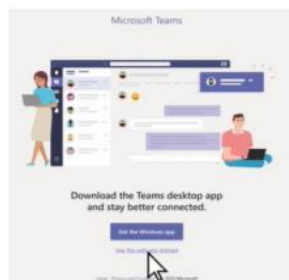
3. You will receive an email, via your school email address, to notify you that you have been added to a Team on Microsoft Teams. This is how we will be facilitating our Teams sessions.

How to sign in to Teams:

1. Open www.office.com and sign in with your school email address and password.
2. From your Office homepage, click on the Teams app to open this in your browser.



3. You can either download the app onto your computer or tablet, or you can access Teams using the web browser.



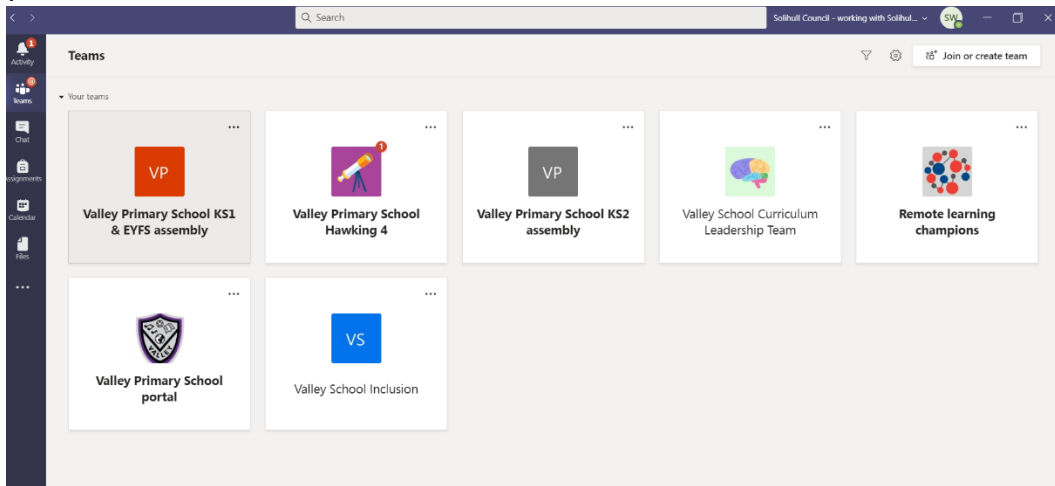


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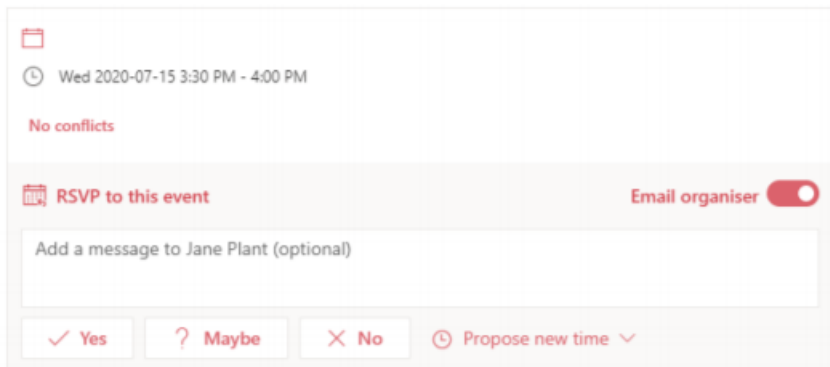
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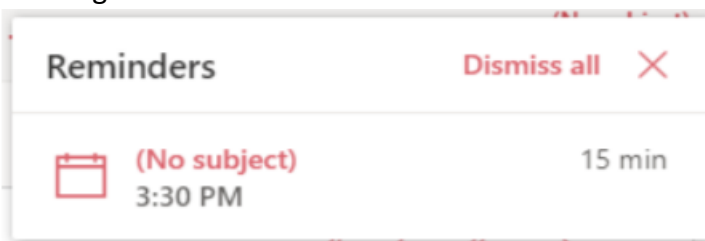
- Click on Teams on the left of the screen and you will be able to see which 'teams' you are in.



- Before the scheduled meeting you will receive an email, via your class email address, inviting you to a Teams meeting, which is how we will be facilitating the session.



- You will need to accept your invitation to be able to join the meeting at the scheduled date and time. Accept the invitation by clicking on the Yes button to RSVP to the event.
- 15 minutes before the meeting starts, you will receive a reminder notification for the meeting.



- At the start time, you will need to 'join' the call and you will then be able to see other children and your teacher. You can 'join' the call by clicking on the notification that will appear in your email inbox or through your calendar.



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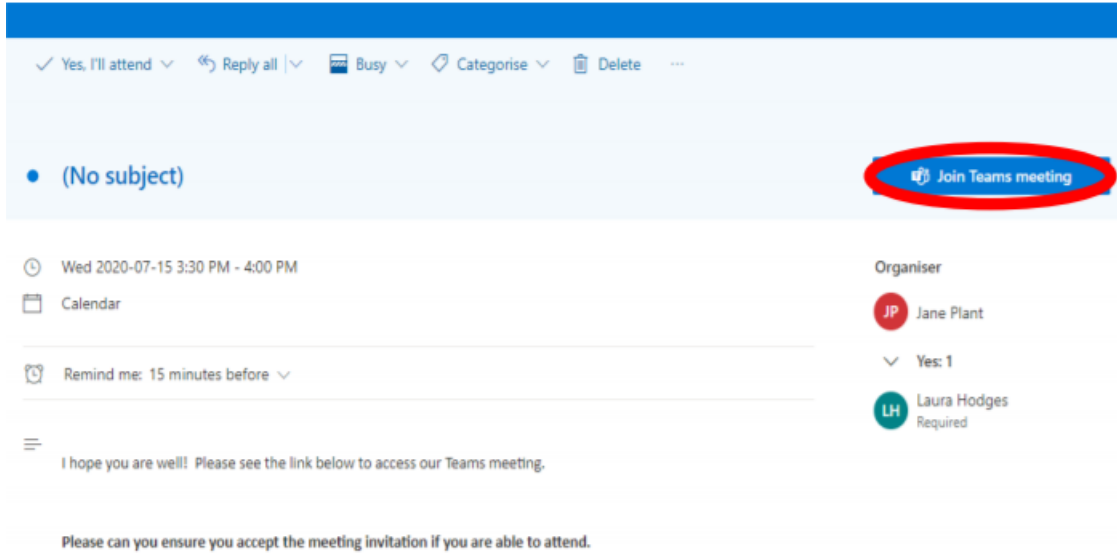
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When you join the call, you will be placed into a virtual waiting room called a 'lobby'. Your teacher will receive a notification to say that you are waiting in the 'lobby' and will 'admit' you to the call when they are ready to begin.

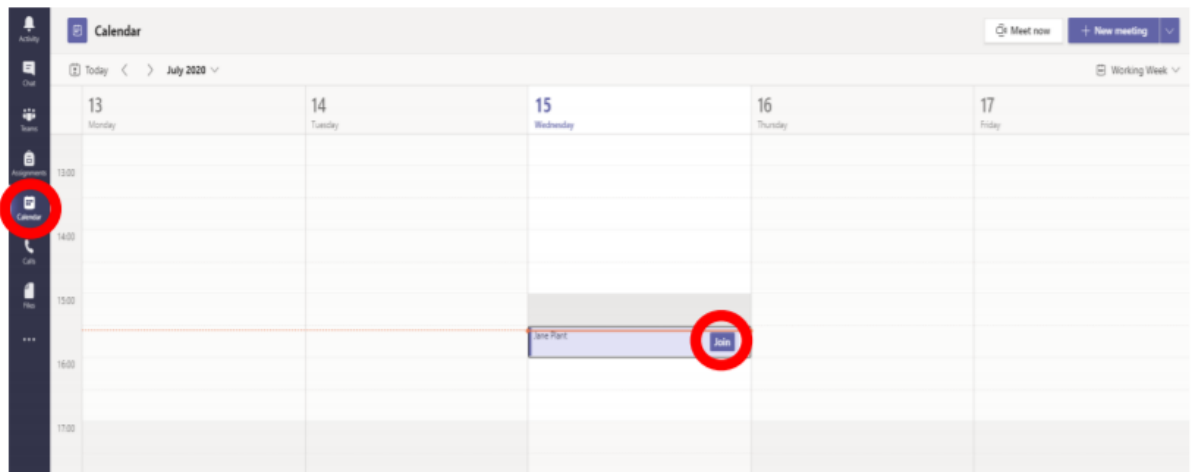
Inbox Notification:

The notification will appear in the top right hand corner of the screen and when you click on it, you will have the option to join the meeting.



Calendar

Click on the event in your calendar and click on 'join'.



Adjust your audio and video settings and then click 'join now'.

9. To leave the call, click on the 'leave' button on the menu bar at the top of your screen