**INFORMATION REGARDING HOME LEARNING**

Dear Parents,

Should the Y3 class be required to self-isolate for two weeks in the future, I would like to invite you to download and access Microsoft Teams in preparation. Any teacher self-isolating, will be delivering one live lesson per day for all children, organised into small groups provided the teacher is well enough to do so. You will be provided with a timetable which will be on the class home learning page so that you will know the time of your child’s live lesson. In addition to the live lessons, there will be further work on the class home learning page for the children to access

To ensure that you have everything that you need this letter provides information with regards to your child’s login details.

Your child’s login details are:

***Username:***

***Password:***

**To install Microsoft Teams:**

iPad/Tablet:

* Download the Microsoft Teams app from the app store/android store.
* Open Teams and enter your child’s username and password provided above.
* When logging in, press OK when Teams asks to access the microphone.
* Press the ‘Teams’ tab at the bottom of the screen.
* Lessons will be held at certain times on this page throughout the day under the ‘Posts’ tab at the top of this screen. Teachers will also upload worksheets on the ‘Files’ tab that link to the lesson for children to access.

PC/Laptop:

* On your web browser, visit office365.com
* In the top right corner, click the symbol that says ‘Sign in to your account’ when you hover your mouse over. (User icon with a + icon)
* Enter your child’s username and password provided above.
* Once logged in, you will see the ‘Teams’ tab on the left hand side. Alternatively, you can click the nine dots and select ‘Teams’ from the apps menu.
* Choose to either get the Windows app, which will save Teams to your desktop, or use the web app to continue in your web browser.
* Lessons will be held at certain times throughout the day under the ‘Posts’ tab at the top of this screen. Teachers will also upload worksheets on the ‘Files’ tab that link to the lesson for children to access.

I understand that this is short notice due to the circumstances which is why we as a school wanted to give parents and children this information to setup before live lessons begin should they be needed. If you have any questions, please feel free to get in contact with either myself or Mr McCue who will be able to answer any questions you have.

Kind regards,

Mrs Houghton