



Dear Parent/Carers

Here is your information pack for home learning. We would use the online system called Microsoft Teams to provide continuity of education during times when many children and young people are not able to attend school. We have set this up for your son/daughter and this will give you access to educational activities and resources as well as contact with teaching staff in the event of another lockdown occurring. It can be accessed on a PC, laptop, tablet or mobile device. **Your Teams information pack includes a 'how to' guide. Please note this is for reference, you will receive the login and password in your son/daughter's diary.**

### What is it?

Microsoft Teams is an online app which allows users to access files, pictures, videos and chats. It means your son/daughter's teachers can share information and work in a secure way.



### How will it work?

Your son/daughter will have access to two Teams: one for their class/registration group and one for their ability, or teaching group (where applicable). These groups will have tailored resources for your son/daughter's learning needs. Each Key Stage will be slightly different. We have created them with a focus on engagement and enjoyment, we want these resources to work for you at home so that you are able to comfortably do them without the need for a printer.

### What features can my son/daughter access?

You will be able to access

- Web based versions of Microsoft Word, PPT and Excel
- Interactive chat features for teachers and learners within each Team
- File sharing-the ability to download and upload Microsoft Office Documents

### How do I log on?

Attached is a guide demonstrating how to log onto Microsoft Teams and shows you how it works.

Logon details for further free online web resources will be given to you via Teams.

### Who is in my Team?

Your son/daughter will be in a Team with other young people from their class, their class teachers and the E-Learning Coordinators. Gail will also have access to each Team.



### How can I share the work with my son/daughter's class teacher?

We would love for you to share with us any activities you do. Please upload files, pictures or videos to Teams, or alternatively to Tapestry. Whichever is easiest.

### Help! I'm not sure it's working! or Why can't I access my son/daughter's activities?

Don't panic! We're here to help. If you have any issues logging on to Teams, please contact the school email **parentsupport@forestway.leics.sch.uk** and we will help you as soon as possible.

### What else do I need to know?

**Please note the paragraph below applies to term time, there is no current plan for Teams to be used during the holidays.**

Whilst we are working hard to ensure your son/daughter has access to a range of English, Maths and wider curriculum activities each week, we do not wish to put any parent under pressure to complete these. These activities are a guide only, our primary concern is that our children feel safe, well and happy at this unprecedented time. We want our learners to feel supported and to know we are all here for them as a school community.

### What about e-safety?

The safety of your son/daughter is extremely important to us. We expect all users to behave in a responsible manner and to use the features with care. Please do not allow your son/daughter to use Teams unsupervised. Please only logon to your son/daughter's account and remember not to share the password given to you. **A copy of the Teams Acceptable Use Policy can be found on the 'Files' section of Teams. Please read this carefully.**

### Why can't I access some features but the teachers can?

- Video or voice calls
- Sending GIFS or emojis
- Any messages sent to a Team **cannot be deleted**

To safeguard your sons/daughters we have disabled the features above on your son/daughter's account. However, your class teacher may wish to contact you and is able to call from their account. They will check with you first if this is ok. You may wish to ensure notifications from Teams is switched on in settings on your phone so you can receive these.

If you have any concerns about how it is being used, please report this to the school support email address **parentsupport@forestway.leics.sch.uk** and we will deal with your concern. If it is urgent, please contact the main school office.