

Learning and Caring Together,  
“...they will flourish in the courts of our God.” (Psalm 92:13)

25<sup>th</sup> January 2022

Dear Parents / Carers,

### Remote Education using the Teams Platform

As part of your child's education at St Edward's Academy Cheddleton, there may be times when remote education will be used e.g. your child is isolating, your child is unable to come into school but not sick for a period of time. For this reason, we are sending information out about how to use the Teams digital platform. You will be provided with a username and password in your messages on ClassDojo. Permission from yourselves to use this platform was given prior to your child starting school.

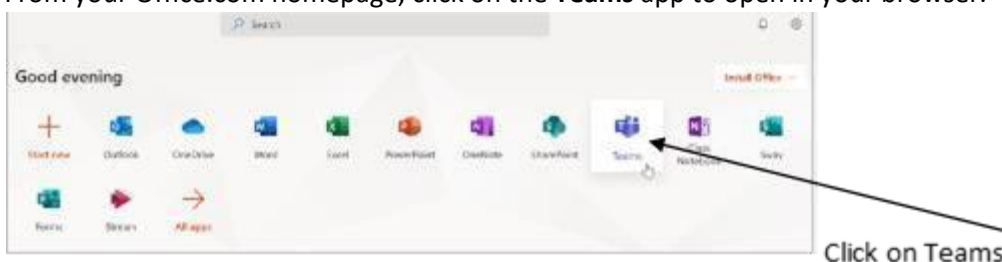
There may be occasions when we use TEAMS for parents' meetings too. Information will be sent out prior to these meetings to let you know where to get access.

Please see below the instructions for using TEAMS.

## How to get started on Teams

Open [Office.com](https://www.office.com) and sign in with your child's school email and password. These were provided on ClassDojo messages.

From your Office.com homepage, click on the **Teams** app to open in your browser.



Select **Teams** to see which class teams your child is in. We have already set up the class teams and added your child. You will see a year group and class group tile. Click your child's **year group tile** to start connecting with your class teacher (**EYFS All students**).

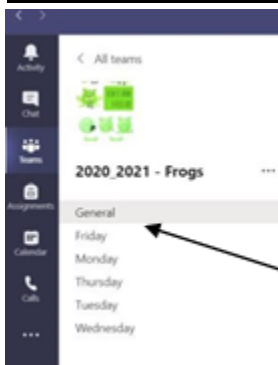
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## EYFS (All students)

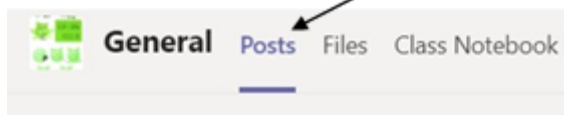
Click on the year group tile.

### How to access Lessons and Learning

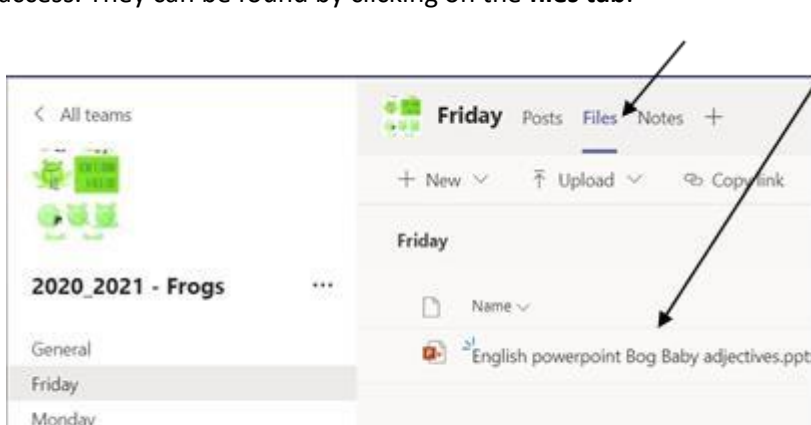


These are the General and daily channels.

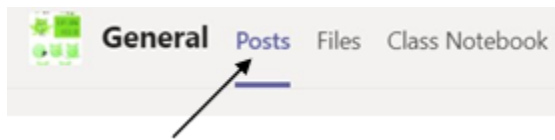
The **General channel** is where the class teacher will let you know when live lessons are, have conversations and post information daily so this is where you should start each day. Make sure you select the **Posts** tab to view this.



The channels labelled with the **days of the week** will have powerpoints or learning activities saved for you to access. They can be found by clicking on the **files tab**.



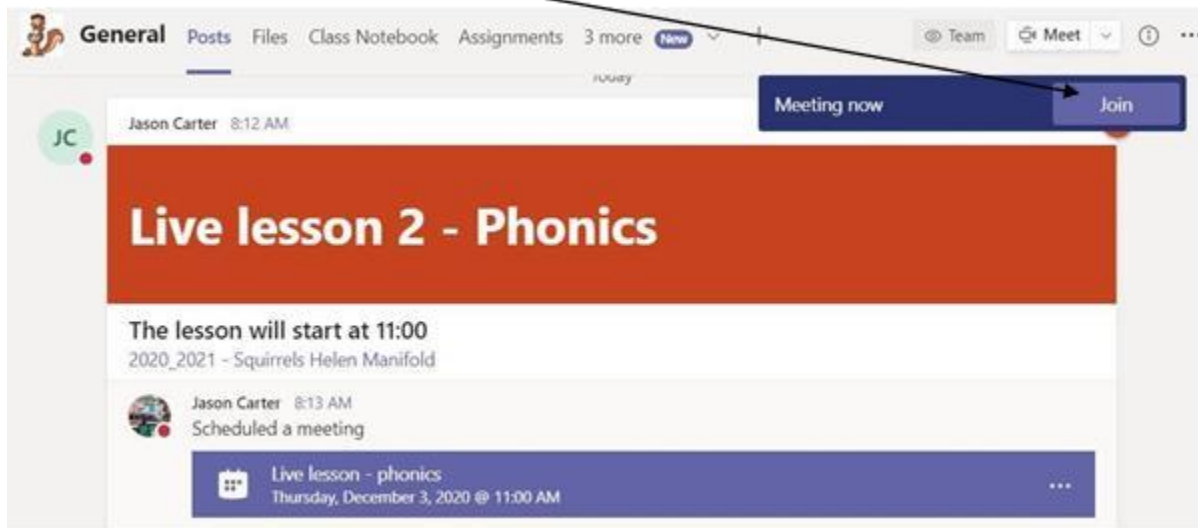
## How to access Live Lessons



In **General** (POSTS Tab) the class teacher will add a new conversation to show you that a live lesson is scheduled.



To access the live lesson, click on the **Join** button on the right hand side of the screen.



Please ensure that when your child is accessing live lessons, the **video** and **microphone** are switched **on** so the teacher can see and **hear** them. The teacher will say if the microphone needs muting.

As always, if you have queries or questions please contact your child's class teacher or myself.

Mrs Hordern