

Monday 25<sup>th</sup> January 2021

Dear Parent/Carer,

## Year 4 'Live Check-ins(registration)' using Microsoft Teams

As mentioned in the communication sent to parents last week, we are keen to deliver '**live sessions**' using **Microsoft TEAMS**. I would like to reiterate that these live sessions will NOT be live lessons – they will be short 15-minute check-in sessions at 9:30am and 1:30pm Monday to Friday so that children can see their teachers, but more importantly, see their friends and peers. This will also be an opportunity for the children to ask any questions, and for adults to set out expectations for both the morning and afternoon sessions.

**Please note, Year 4 will continue to use ClassDojo to access all lesson PowerPoints and resources, home learning tasks and revision materials.** Also, we will continue to use ClassDojo as a communication channel for the children to collaborate with teachers. ClassDojo will continue to be our chosen method in Year 4 when delivering '*a high quality education*' for your child.

### What we need our Year 4 parents to do?

We would like all Year 4 parents to **download the FREE Microsoft TEAMS app** on the devices that your children are using at home to access and complete the online learning being set by your child's class teacher. This could be a iPad/tablet, phone or other device. If your child is using an iPad loaned by the Academy – you DO NOT need to download the Microsoft TEAMS app as this will already be installed on the iPad.

*(Please refer to page 2 of this letter for instructions on how to download and use the MS TEAMS app on your preferred device)*

You do not need to create an email account for your child to use Microsoft TEAMS – your child already has an email account and password – this will be shared via direct message to every parent on ClassDojo on Wednesday 27<sup>th</sup> January 2021.

We have also been working on our protocols and guidance for online learning and the use of Microsoft Teams. The **Children's Expectation/Code of Conduct for Remote Learning document** will be shared with Year 4 parents/Carers on Tuesday 26<sup>th</sup> January via ClassDojo.

It is absolutely crucial that you have read these documents in full, with your child, so that our expectations around the use of this platform are clearly understood.

**We would like to deliver the first Year 4 live check-in (registration) session on Thursday 28<sup>th</sup> January 2021 at 9:30am.** For this week only, the live check-ins will only be in the morning. From next week (week beginning 1<sup>st</sup> February 2021) the live check-ins will be in the mornings and afternoons.

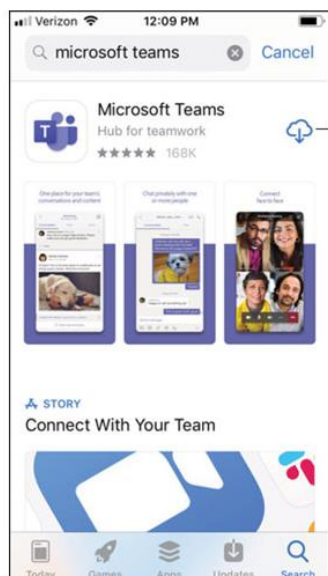
We will also be sharing further guidance on **How to access the 'Live Session' function and how to accept a calendar invite to a live session** with parents' and carers via ClassDojo on Wednesday 27<sup>th</sup> January 2021. Please ensure you share this information with your child.

If you have any questions or queries, please contact either Mr Khan or your child's class teacher via ClassDojo.

Kind regards,

Year 4 Team

Ms. S. Talib. Principal.  
BA (Hons) QTS Med NPQH

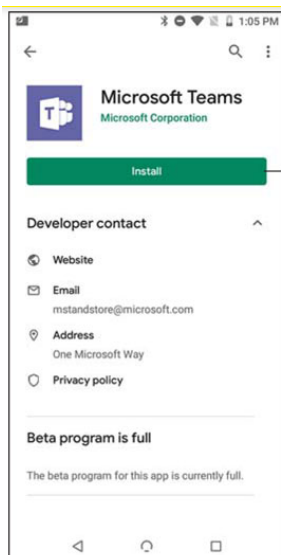


Installing the Teams app from the Apple App Store.

Tap to download and install the app

To install the Teams mobile app on your iPhone or iPad:

- 1) **Open the Apple App Store on your iOS device (iPhone or iPad).**
- 2) **Tap the Search icon in the store and type Microsoft Teams.** Make sure you choose the Microsoft app, as shown.
- 3) **Tap the download link to install the app on your device.**
- 4) **Once the app has finished downloading and installing, tap the Open button.**



Installing the Teams app from the Google Play Store.

Tap to download and install the app

To install the Teams mobile app on your Android phone or tablet:

1. **Open the Google Play Store on your Android device.**
2. **Tap the Search icon in the store and type Microsoft Teams.** Make sure you choose the Microsoft app, as shown.
3. **Tap the Install button to install the app on your device.**
4. **Once the app has finished downloading and installing, tap the Open button.**