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St. Andrew's C.P. School



Kirk Ella

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Kirk Ella

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HU10 7QL

Dear Parents/Carers,

Over the next week you will be receiving a log in and password for your child to use TEAMS. This is an online site that is used to communicate remotely person to person.

Your class teacher will be establishing informal get together sessions so the children at home are able to interact with the children in school as well as their class teacher. These are not live lessons but sessions to talk to each other and celebrate the work which is going on in home and in school.

You will receive a username which will form part of a login for your child. This is required to enable you to log on to TEAMS. It will look like the following.

(username)@kirkella.eriding.net

e.g. if the username is 14mrchurch, then the log in will be 14mrchurch@kirkella.eriding.net

The log in does look like an email address but it is only useful for the TEAMS site.

To get on to the site use the following link:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in> or

- Google 'Microsoft Teams'
- Click the 'log in Microsoft Teams' link
- Press 'Sign in'
- In the 'Sign in' section type in your child's log in and then press enter.
- Then enter the password. (please remember this is case sensitive so ensure you do not have Caps Lock on)
- This will take you to a home screen.
- Click on the calendar on the left-hand side
- If there is a meeting organised it will show up on the calendar on the correct date and time.
- Click on the meeting in the calendar.
- When you are ready press join. Please read the guidance on the back of the letter before you do this.

Once in you will be able to see your teacher and other people on the call.

On the screen are different buttons. If you hover over them, they will tell you what they do. Please take instruction from your class teacher about using these. Do not press anything until instructed.

If you have a smart phone, tablet or PC, you could download the TEAMS app which will make life a bit easier. Otherwise you can go through the browser.



Guidance to Parents and Children when accessing TEAMS

Before your get together session

- Ensure that you are dressed appropriately. You don't need to wear uniform, or dress smartly, but you must be dressed appropriately.
- Ensure that you are in an appropriate environment, with distractions (TV, siblings, etc) minimised as much as possible.
- Be ready to start your session at least 5 minutes before the scheduled time.
- Where possible, use a laptop or desktop computer to facilitate the lesson. Smartphones are fine but the smaller screen size may cause a few minor issues.
- If you are worried or concerned about anything that happened in a session you should make your parent/carer aware.

During the Session

- Follow instructions from your teacher in the same way that you would do normally.
- During the session, you must have your microphone muted unless you are asked to unmute and join in/ask a question.
- If you need to speak or ask a question then use the 'raise your hand' function to get your teacher's attention. The teacher will explain this function in the session.
- Do not take screen shots, pictures or recordings of the session or participants.
- Speak slowly and clearly at all times.

We recommend that parents and carers are within earshot of sessions to support children with any technical difficulties (unmuting to speak, etc). However, parents and carers are not allowed to participate in sessions. If a teacher feels that interactions are inappropriate or preventing sessions occurring properly, they may terminate the meeting at any time.