

## Home learning access reminder

### What is changing?

The use of Microsoft Teams applies to all students in Years 7 – 13.

This platform allows us to communicate with students when they are in or out of school, and will also allow us to live stream some lessons where possible in the case of students or staff self-isolating.

### We're here to help

As always, we are here to help if you encounter difficulties.

- If you cannot access <http://portal.office.com>, please email [helpdesk@stratfordschool.co.uk](mailto:helpdesk@stratfordschool.co.uk)
- If you have forgotten your password, please email [helpdesk@stratfordschool.co.uk](mailto:helpdesk@stratfordschool.co.uk) including your name, year group, tutor group and user ID (if you know it) in your message
- If you encounter a problem with a particular class Team, please email your normal subject teacher from your school email account
- For anything else, please email your Tutor from your school email account

### Completion of work

Over the coming weeks and months we may have a mixture of students in or out of lesson due to self-isolations as an individual or sometimes as part of a larger group. Whether in school or not we expect you to interact with Teams and complete the work set by your teachers.

If you are in school and have a question about the work then you are best talking directly to the teacher, but if you can't find them then by all means use Teams to send them a message (more below).

If you are self-isolating and have questions then please use Teams to contact your teachers.

We expect work to be done if you are self isolating, and will follow up lack of work with negative logs and further contact home.

Excellent work will be rewarded through positive logs as usual.

## How do I keep myself and everyone else safe while using Teams?

As with personal conduct when in school there are some very basic and sensible expectations that must be adhered to in order to keep everyone safe.

- All communication with school staff must go through the school systems (Microsoft Teams / School e-mail)
- Use your school email account, not your personal account.
- A parent / carer does not need to be present during a live lesson. However, there is nothing to hide so you don't need to ask them to leave. You should certainly show them your schedule of calls and discuss your work with them.
- The discussions with staff will be “business like” and focused on your learning. If you wish to talk about something of a more personal nature then parents should contact school in the usual way.
- Sharing pictures of your work or things you have been doing is fine as long as it is on Teams and it is the sort of activity you would chat to your tutor about if we were in school.
- Your teachers may conduct live lessons with their camera on. Whilst they would love to see you it is not necessary to have the camera on if it makes you feel uncomfortable.
- Should you decide to have the camera on please ensure the clothes that you are wearing are suitable for a discussion with a teacher - No PJs / offensive logos or revealing clothing please
- Any discussions that take place with the camera on must be in a communal living area not a bedroom. Please be aware of what is visible in the background, you may not want to give staff and students a view of your living room with family photos around.
- Keep your language and focus as it would be on any good or excellent lesson in school. Generally, anything that would not be accepted in a lesson will not be appropriate on Teams. Teachers can and will ‘mute’ you off if they need to.
- Live lessons will usually be recorded and available to watch at a later date in case you encounter connectivity issues at the time of the lesson.
- Finally, please remember that this is a work-related platform, use other social media sites for social interaction with friends and keep this school focused.

## How do I login to Teams?

Using Microsoft Teams is free and you can access it via the Microsoft Office website.

- Go to <http://portal.office.com>
- **Sign in** with your school email address and usual school password

We suggest you use one of the most up to date browsers such as Microsoft Edge or Google Chrome. Connectivity issues are usually resolved by using the latest browser. You can download and use the Teams desktop app but this is not essential.

Remember your school email address is your usual school login followed by @students.stratfordschool.co.uk

For example if a student has a school user id of 16jbloggs then their email address is [16jbloggs@students.stratfordschool.co.uk](mailto:16jbloggs@students.stratfordschool.co.uk)

Your password is your normal school network password.

If you are using a phone or tablet for home learning, you can download the free Teams App and access most of the same functions as the website version.

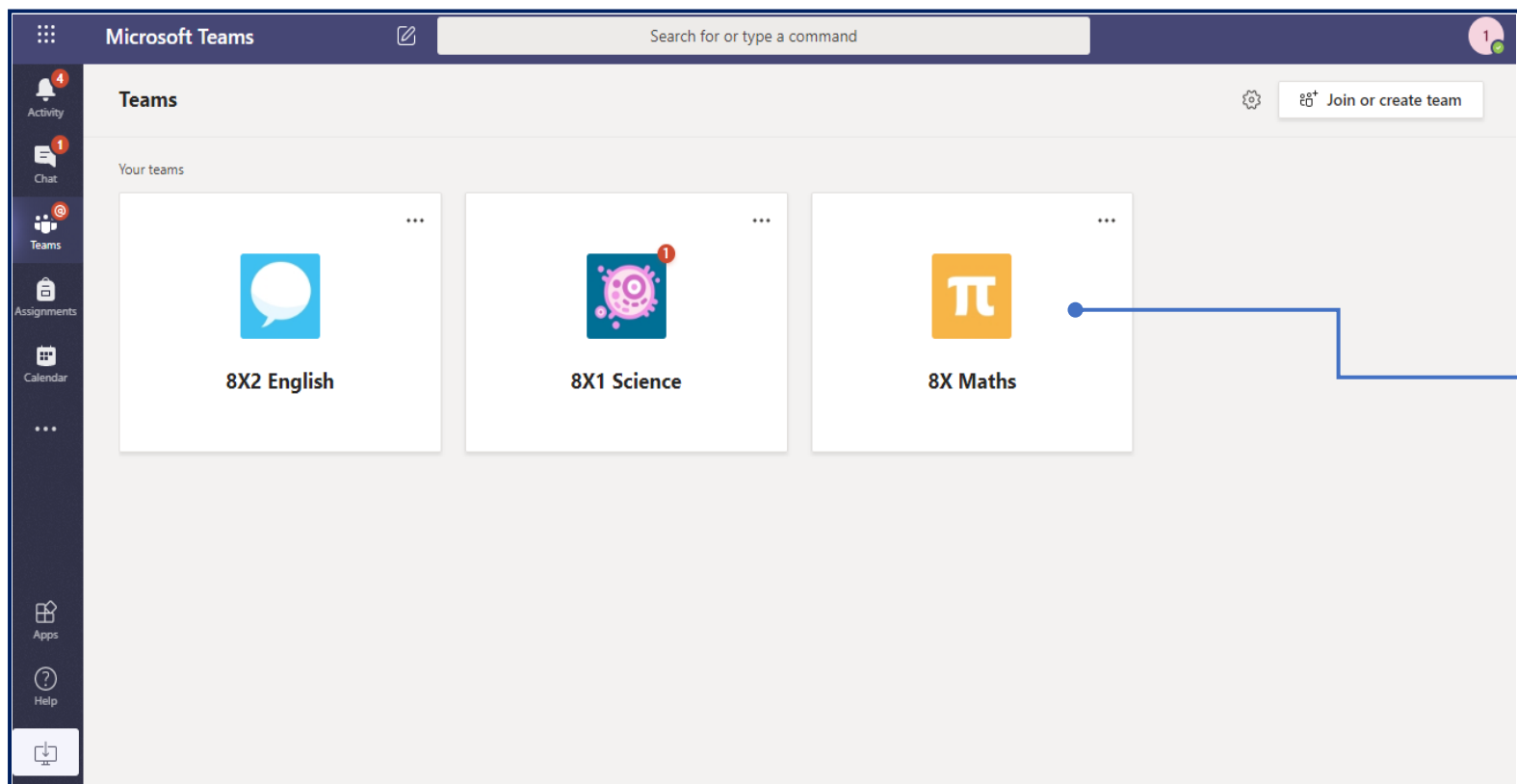
Again, **sign in** using your school email address and password.



## Getting started with Teams

When you log in, you'll see the class Teams your teachers have set up where they can:

- Communicate with students through 'posts' or 'chat'
- Set work for students to complete using 'assignments'
- Give feedback on student's work



Click on a class Team to open it

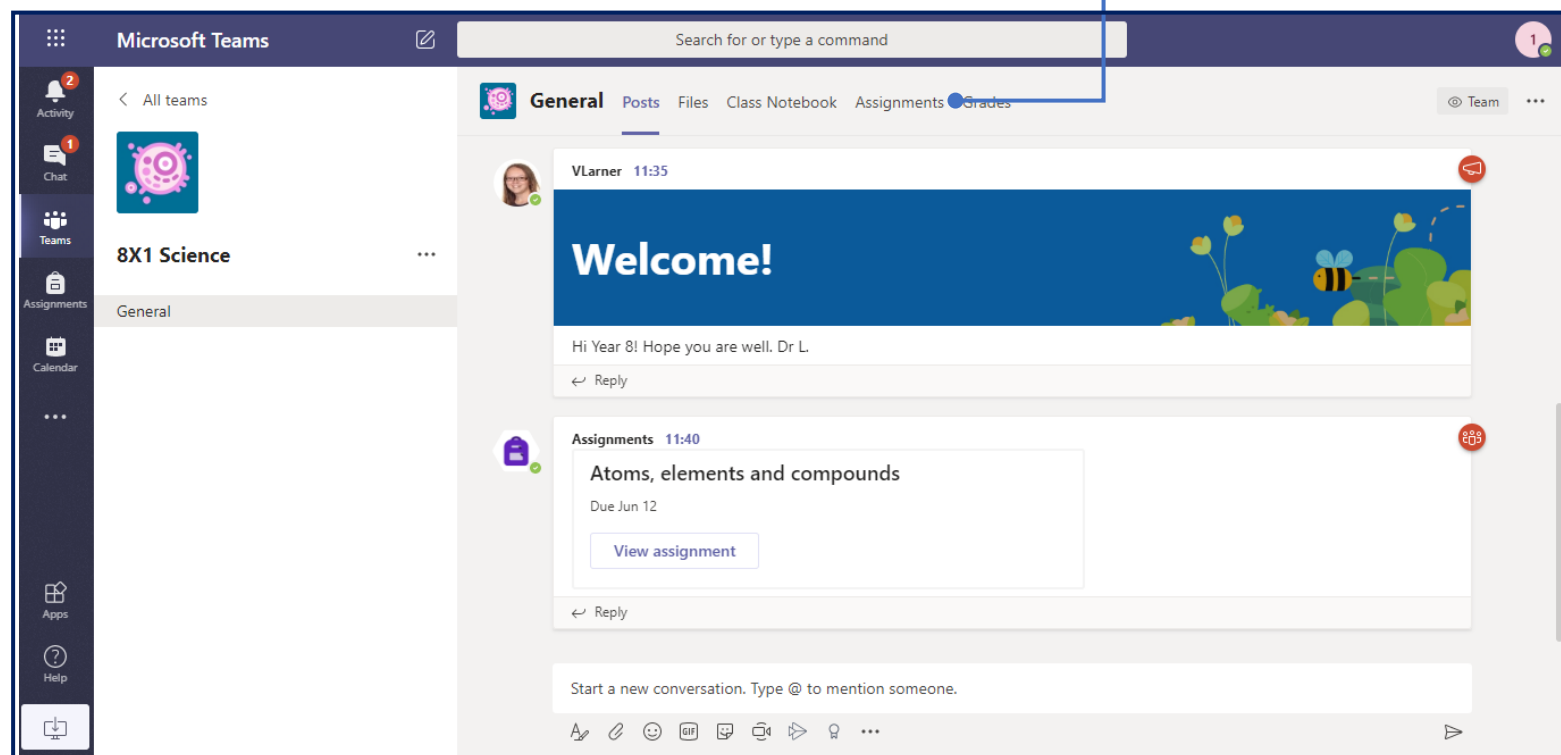
## How do I use Teams for my Home Learning?

Teachers will set work as 'assignments'

Click on the assignment to see:

- instructions for your tasks
- Links to resources (videos, power points, files etc.) you need for your work
- date and time when your work is due to be handed in
- link for you to attach your work to send to your teacher (they will tell you what format to use)

Click on Assignments  
to see your tasks



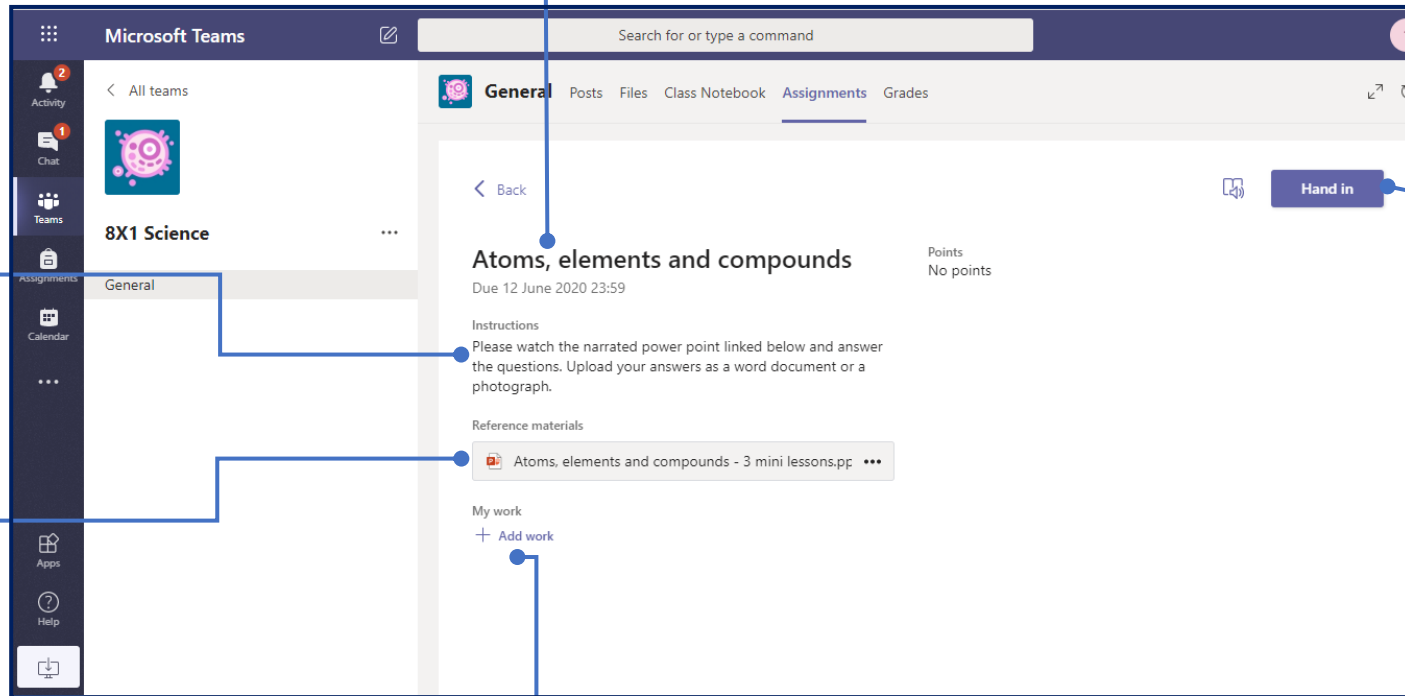
When your work is due to be handed in in

When you are finished, hand in your work here

What you have to do – may include links to websites to visit

Resources for your tasks – these may be videos, PowerPoints, documents, quizzes etc.

Click to add work – you can upload files and photos of your work from your laptop or device, or you can open a new document to type in (click 'edit document' to start typing)

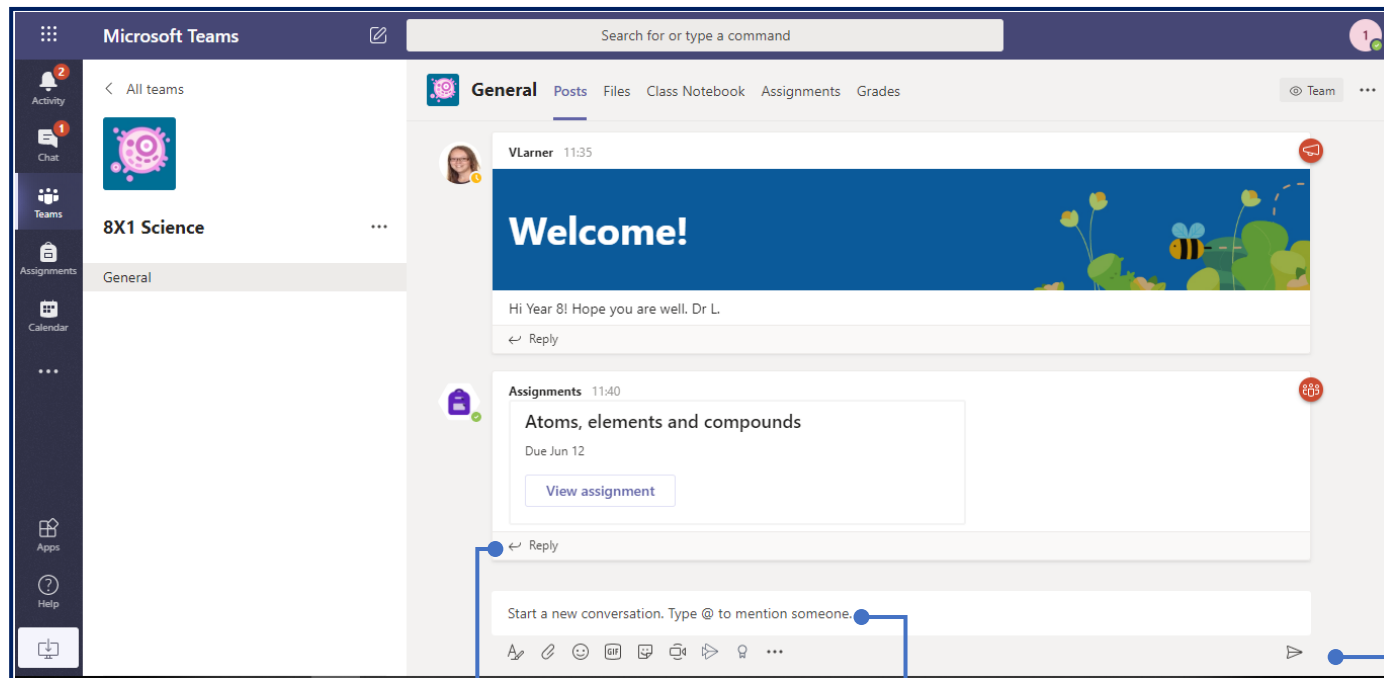


## How can contact my teacher or get help with my work?

**Remember, anything you post on Teams should follow usual classroom expectations – be kind and use appropriate language. We will investigate any inappropriate comments in the usual way we would in school.**

There are two ways of communicating with your teacher:

- a message on 'posts' – this is a bit like Facebook and can be seen by all members of your class
- a 'chat' message - can only be seen by people in that chat.



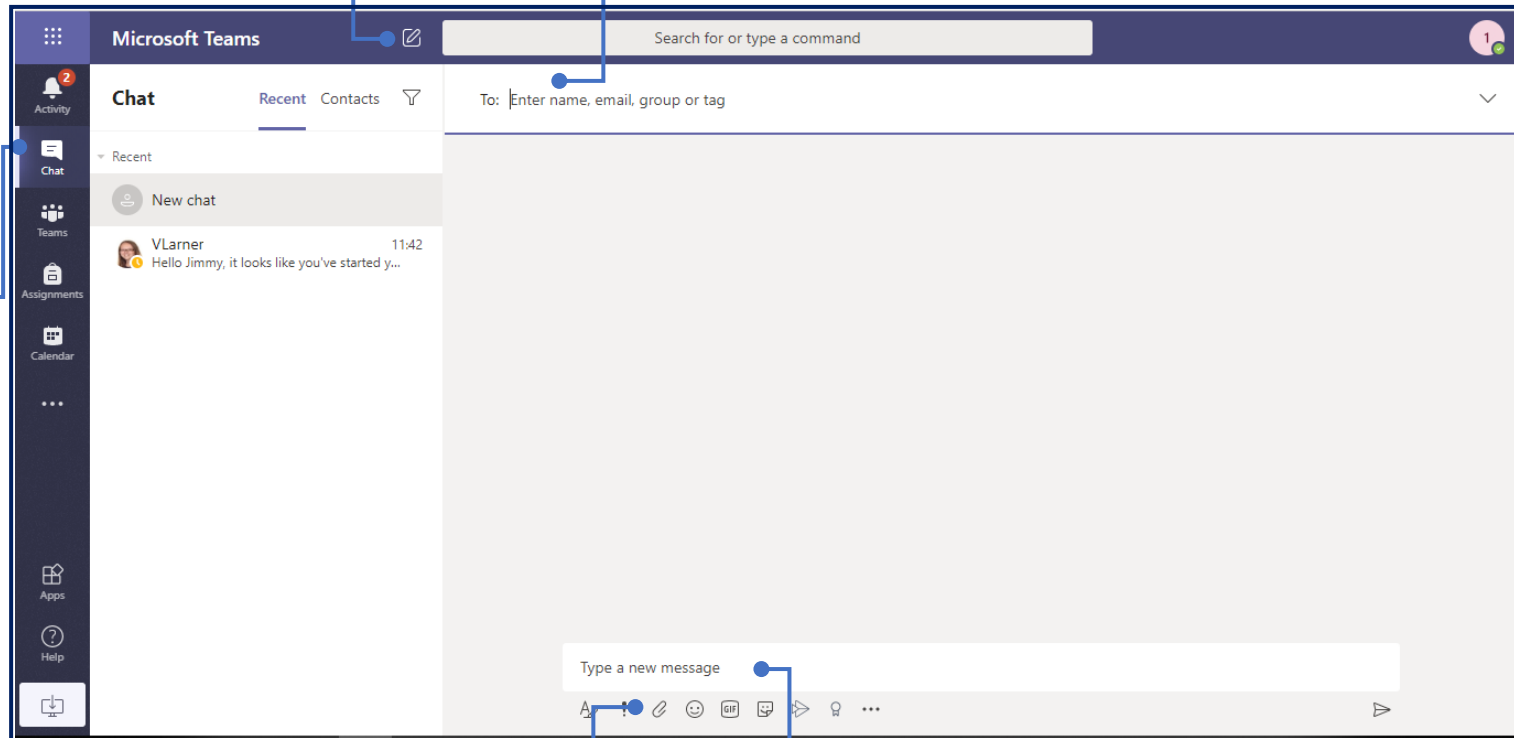
On the main class Team page you can start a new conversation or reply to a thread

Click the arrow to post your message

2. Click the pencil icon to start a new chat message

3. Start typing the name of the person you want to message to find them in the list

1. Click chat to open the private messaging window



4. If you want to send something to show your teacher, you can attach a file by clicking the paperclip here

5. Type your message here and click the arrow when you are finished.



## How do I join a live lesson?

**Remember, in Teams meetings please behave as you would in lessons. If you are using the video function, please wear appropriate clothing. Also, be aware of your background – there should be no personal items in view. We will investigate any inappropriate behaviour in the usual way we would in school.**

At the time of your lesson your Teacher will start the meeting and this will appear in 'posts' on your tutor group Team.

Open your tutor group class team and click join once your tutor starts the meeting

