

***This letter contains information to help you log onto the Teams remote learning sessions. The children's usernames and passwords will be issued directly to you from the class teacher.***

Dear Parents and carers

Thank you for all of the hard work that you and your children have been doing remotely. We are so pleased that children have been engaging with the learning packs that you have collected from school. We also know that lots of children have been using online resources such as Purple Mash, Times Tables Rock Stars and Oxford Owl, and many children have been joining in with activities on the BBC and elsewhere.

We have been busy setting up additional tools to help your child with remote learning and we are pleased that we can offer children the chance to log in to Microsoft Teams so that they can have regular online chats with their teachers and classmates. This will enable teachers to talk directly to the children in their class about the tasks that are in the remote learning packs, reply to any questions and find out how they progressing with their learning.

We have set up accounts for all children in the school to log into Microsoft Teams. Teams is an app that can be downloaded on to a windows computer, an iPad or android tablet. You can also log into the online version of teams using any internet browser including those on games consoles. For speed, functionality and ease of access the laptop or tablet versions are recommended.



Please find below your child's login details for Teams:

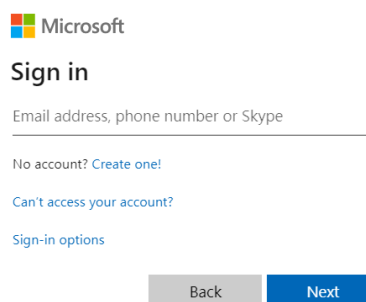
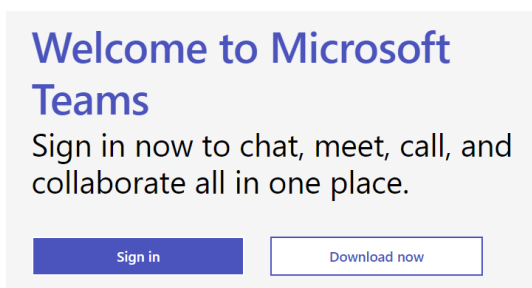
Child's name:

Username:

Password:

Below are instructions for each kind of device we know of:

- On a Windows PC/Laptop, Teams can be accessed through your browser. Either google Teams or type in [teams.microsoft.com](https://teams.microsoft.com) - you will come to a sign in page.

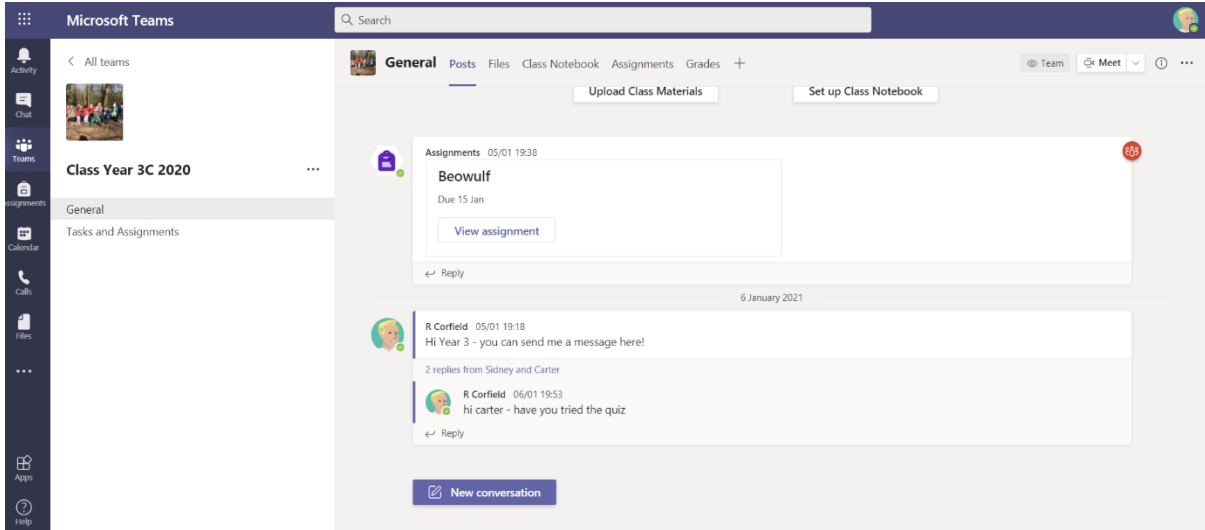


- The email address will be as above, ending in [@stowlawnprimary.co.uk](mailto:@stowlawnprimary.co.uk). The password will be the above eight-character phrase, with four numbers and 4 letters. After that, you will come to a page asking if you would like to "Get the Windows app" (which will install Teams on your device), or "Use the web app instead". This is entirely your preference, but you may find it more convenient to install the app.
- On an Apple PC (i.e. MacBook with MacOS, etc.), go to <https://teams.microsoft.com/uswe-01/downloads> - scroll to the bottom and select "Mac" to install to your device. The login steps are the same as above.
- On an Apple iPad or iPhone, go to <https://apps.apple.com/app/id1113153706?cmpid=downloadiOSGetApp&lm=deeplink&lmsrc=downloadPage> and download as you would any other app. The login steps are the same as above.

- On an Android device (i.e. a non-Apple tablet or smartphone, etc.), you can install Teams via the Google Play store (<https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en&gl=us>). The login steps are the same as above.

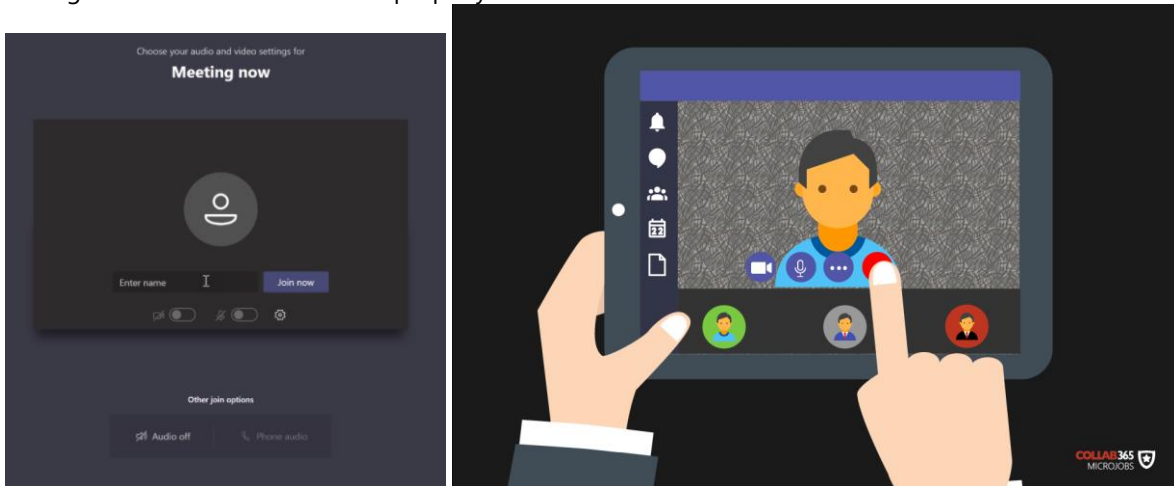
People in call

Once on Teams, your child will be allocated to their class group and their teachers can then send them messages, invite them to online meetings and provide links to other resources.

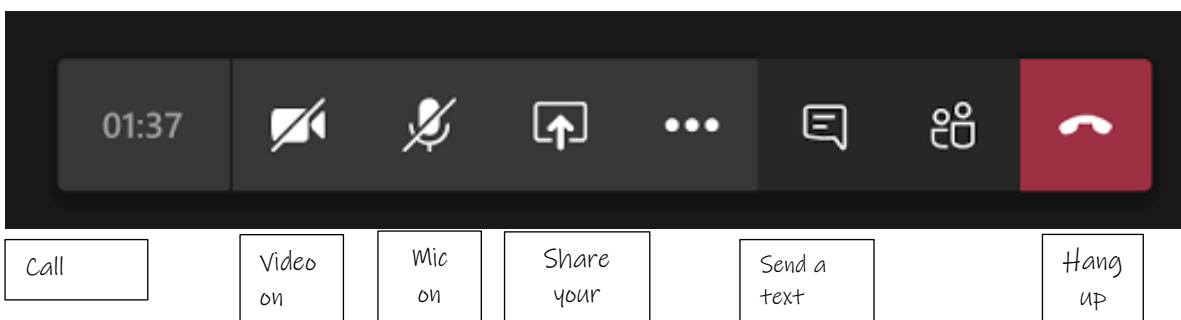


Look out for your invite to join your teachers at 9:30am each morning and at 2:30 each afternoon. You should get an invite in the general chat. But you can also check the calendar and join this way. Just join the meeting using the invite sent. This is not compulsory, but it gives children the chance to speak to the teacher and find out about the learning tasks for the day.

When you enter the call you will be added to the lobby. Your teachers will admit you to the meeting from the lobby, but please be patient and do not log out as it sometimes takes a minute or so to finalise the settings to make the calls function properly.



There is a user guide as soon as you log in to Teams but here are some of the key features of an online call.



If you cannot access Microsoft Teams (i.e. your device does not support the program) or Purple Mash, please let us know as soon as possible so we can try to arrange alternative provisions. We understand that families have different needs, and so are more than happy to accommodate to the best of our abilities. If you have any further queries, please feel free to email school.