



St. Anne's and Guardian Angels CPS
Underwood Road, London
E1 5AW
Tel: 020 7247 6327
E-mail: office@stannesgaprimary.com
Website: www.stannesgaprimary.com
Headteacher: Mrs S Mouna
Twitter: @StAnnesgaCPS

'Excellence together with Christ at the Centre'

15th September 2020

Dear Parent/Carer,

Remote Learning and Homework on Teams

St Anne's and Guardian Angels Catholic Primary School is pleased to be providing our pupils with an online learning platform to be able to receive work, communicate with their teacher and have video meetings with their class. We have been working very hard on providing a suitable and robust online solution to enable our students to continue with their education at home from a range of different devices should this become necessary but also to set weekly homework.

The Microsoft Teams environment is a safe and secure online platform from which our teachers can post work for their pupils, provide links to websites, videos or documents and host video meetings with the whole class to help keep our children motivated and focused.

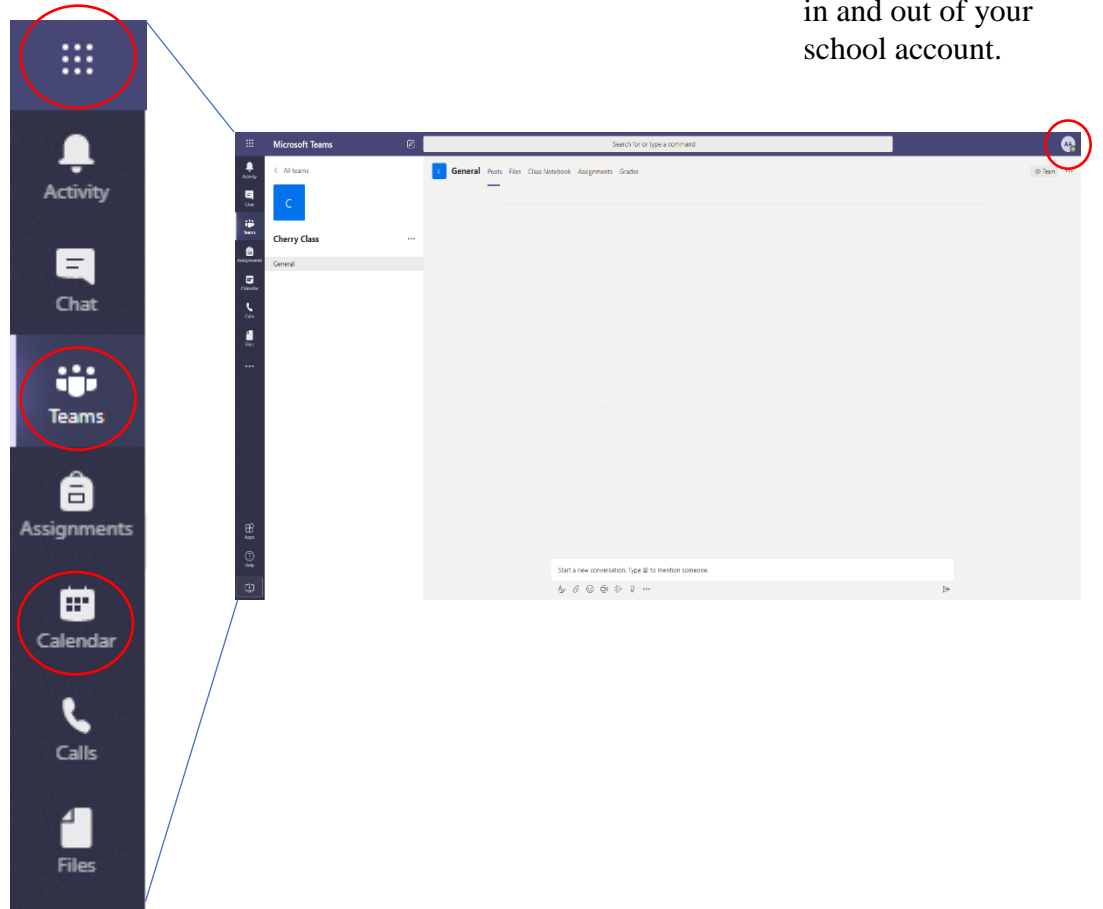
Steps:

1. Every Child has been provided with their own unique login username and password.
2. If you have not received a log in or need to be reminded please contact the school.
3. You and your child can access the Teams login page by either visiting **teams.microsoft.com** from any web browser on a computer, Laptop or tablet
4. Or by downloading the "**Microsoft Teams**" app from either the Google Play store or Apple App Store on a phone or tablet.
5. Once logged in, your child will be presented with the below screen that we have annotated to help with your first time looking around or as a refresher if you have used Teams before.

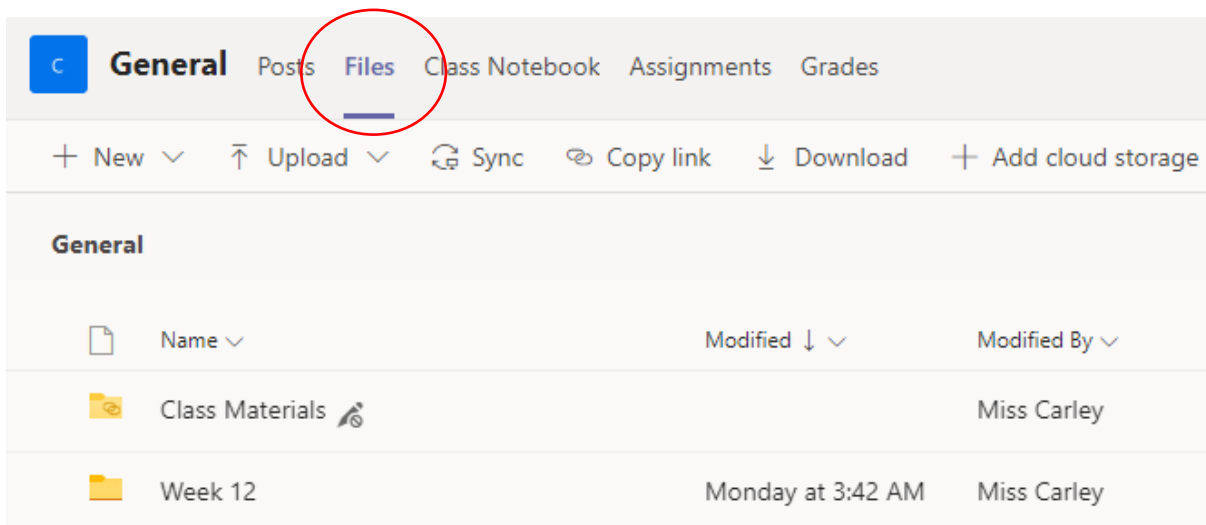
These 9 dots will take you to your apps including word and PowerPoint if your teacher asks you to do

This tab will take you to your class team where you will find posts and work from your teacher.

In the calendar you can see any video meetings that have been arranged by your teacher so that you can be in a quiet place to be part of the conversation.



Your class teacher will direct you to this week's work folder where homework will be found. You can find these activities by going to the "Files" tab in your Class team:



During class video meetings we ask that parents and carers respect the privacy and safety of all children in the meeting. We find that it is best to press the mute button until you want to talk, this cuts out any background noise.

For guidance we recommend that if you are using video to take part in the meeting you are in a quiet and well-lit room, with no personal items and with one parent or carer present (or other family members in the background).

All our Teams teacher meetings will be recorded by the class teacher from the very start of each meeting and stored securely within the school's environment. These recordings will not be used for any purposes in the public domain other than for internal training and safeguarding.

Thankyou for your continued support at home.