

Annie Lennard Primary School

The Oval, Smethwick, West Midlands, B67 6LE
Head Teacher – Mrs N Crozier

0121 429 4284
Chair of Governors – Mrs Pemberton-Smith



Monday 11th January 2021

Microsoft Teams



Dear Parents

We really hope all is safe and well in your families and that you have survived week 1 of lockdown 3 and home schooling. We are delighted to inform you that from Monday 18th January we will be providing live lessons for your children.

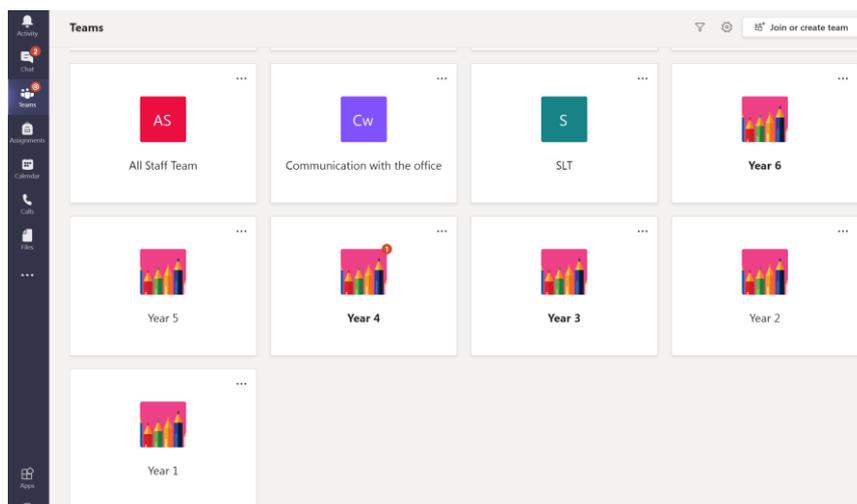
Hopefully you will have all received your child's login details for Microsoft Teams through the post. If you have not please contact school and we will get another copy sent to you asap. If you have received your log in details but have not set it up as yet can you ensure it is set up this week as we will be having some live test sessions later in the week, also over the weekend teachers have uploaded some trial work to try.

Some of you will be familiar with teams as you may have older children who are already using it, some of you might never had heard of it. Whatever category you fall into please do not worry; we will help as best we can from school's end, it's all new to us too.

We are planning on doing a live test in each class this week ahead of next week going live on Teams online learning. Once the days and times have been decided we will send you a text message to inform you of the details. In the meantime see if you can access the work that has been uploaded.

Below is a basic overview of how to navigate Teams and where to find the live lessons and work set. A more comprehensive guide will follow later this week.

When you log into Teams your screen will show all the teams that your child belongs to (there should only be the class they are in). You need to click on this team, Year ?.



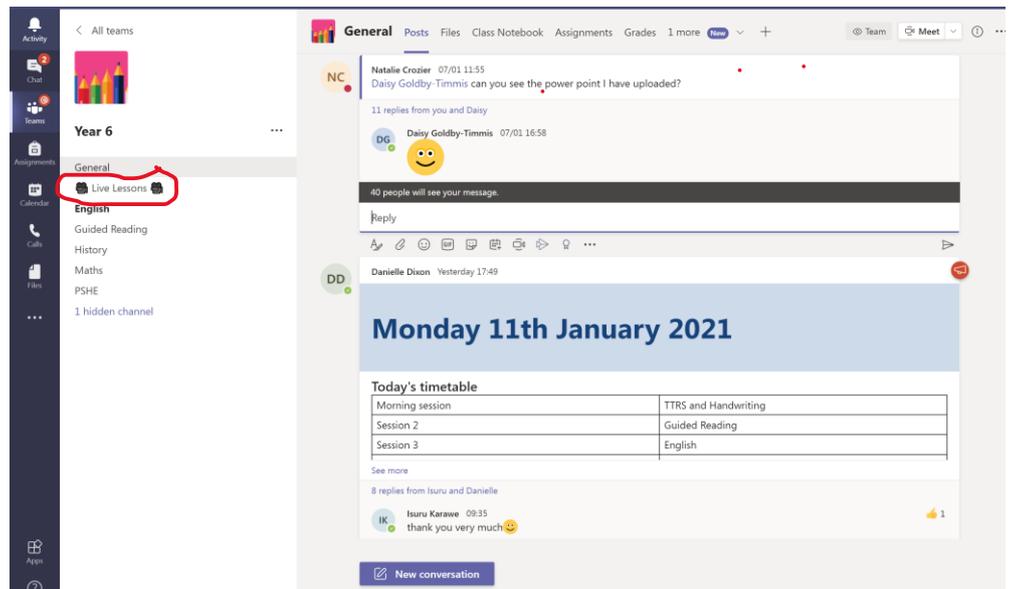
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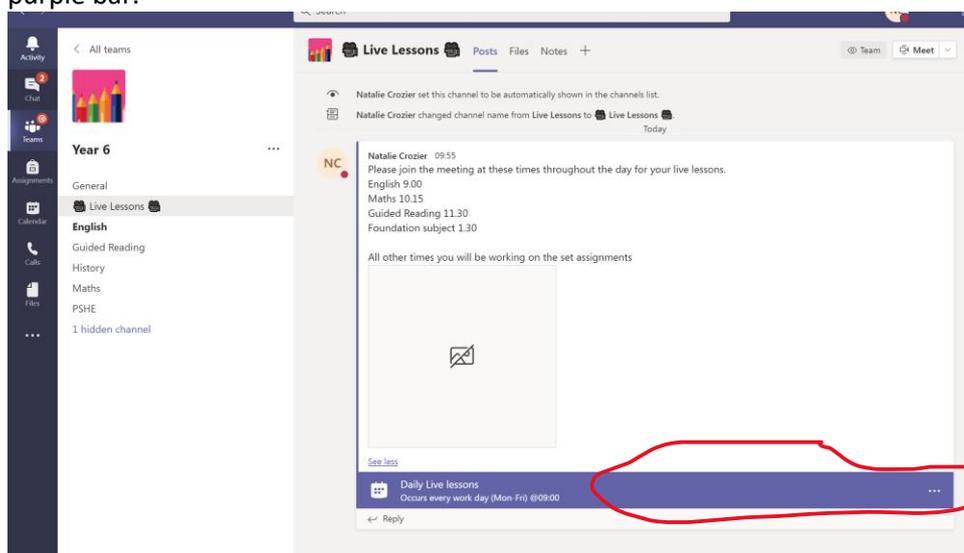
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Once you click on the year? team it will take you to the general Year page. You can post messages onto this page, you will see timetables and messages from your class teacher. However, everyone in the team can see them. It is intended to be used as tool to ask for help with your work if you need it. **Messages should only be left between the hours of 8.45 and 3.30. Messages sent should be to the class teacher only and not to each other.** To access the live lessons you need to click on the channel that says Live lessons (circled in red)



Once in the live lessons channel, you will see the meeting. To access the meeting, you now need to click on the purple bar.



Once you have clicked the purple bar you will be taken to this page. Click on the join tab and it will take you a waiting area. From here your class teacher will admit you to the meeting. Make sure your camera and microphone are on.

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There is 2 ways to access the work that your teacher wants you to complete.
1 Click on the word Assignments, this will take you to all work that has been set
2 click on a subject channel



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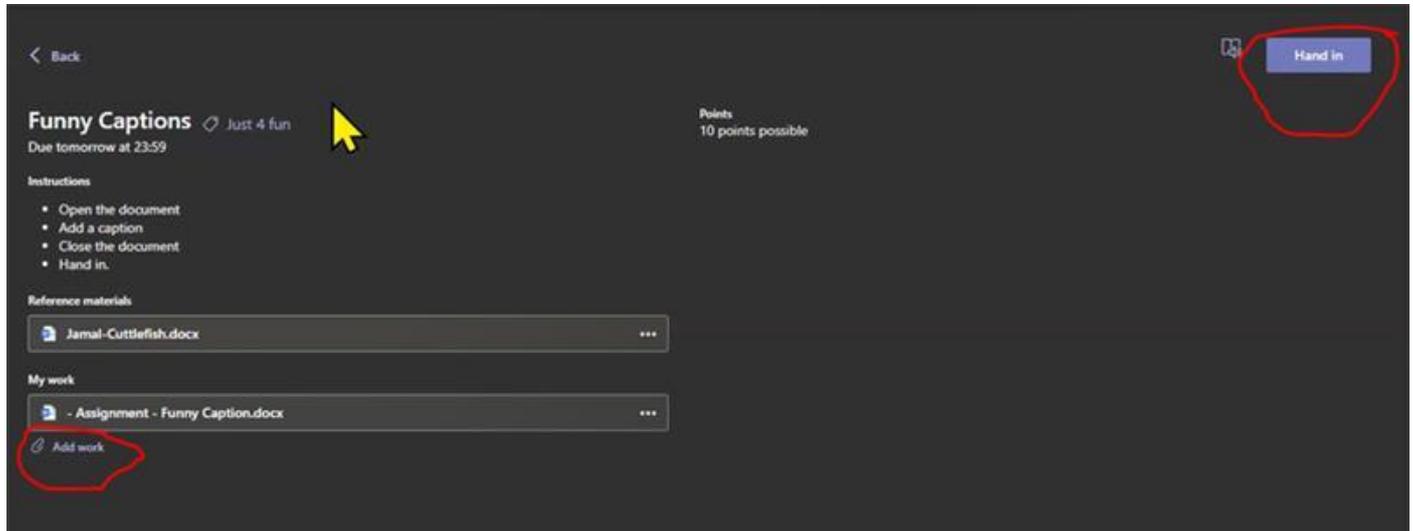
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Once you have completed your work it's really important to click the hand in tab so your teacher can mark your work.



Teams can be accessed through a variety of different devices from tablets, phones, laptops, you can even access it through the Xbox and PlayStation (who knew!!)

We are so excited to be embracing this new way of working however it is vitally important that it is only used during the normal school hours, **Staff will not be** answering any messages that are left on an evening or on a weekend. Please can you make sure your children know this.

I also need to remind you that staff will be delivering live lessons whilst also teaching and managing the children who are in school, so if a message is left during the day and is not replied to straight away please be patient as it will be due to the staff being with children in school or answering another query from another child.

If you have any questions, we will do our best to answer them

Kind regards

Keep Safe

Mrs Crozier

(please note however I am not officially back from Adoption leave until Monday 18th January 2021)