



Our Guide to Enjoying Learning through Microsoft Teams.

For Pupils, Parents and Carers and Staff.

We have all learnt so much about Microsoft Teams since the start of January, and we will continue to do so!

Below are a few reminders and bits of advice that we have picked up along the way to help everyone get the most out of their virtual learning experience.

- Microsoft Teams is new to all of us. School staff have learnt so much, but are still learning how best to use it. Please be understanding of this. There may be hiccups, and we all make mistakes, but we will keep learning.
- The way that one teacher or teaching assistant delivers something, or uses Teams may be different to another, so assignments or tasks may be set differently. Each teacher or teaching assistant will explain how to access the work or submit it during their live sessions.
- We expect that all children are still following our main school rules; Be Ready, Be Respectful, Be Safe, even when they are learning from home.
- Make sure that you have got up, got dressed, had breakfast, brushed teeth and are ready for all of your live sessions.
- Everything on Teams is recorded. If you put something in the chat, or say something when your mic is open, everyone in the Team will be able to hear, see or read it.
- As we expect in school, please be polite, listen, and put your hand up if you would like to say something. Your teacher or teaching assistant will ask you to unmute and talk when they feel it is the right time.
- Our Feedback and Marking Policy fits well with remote learning. Teachers will give verbal feedback during live sessions, as this is the most effective way for children to learn. Work that is submitted will often be commented on, but not always. Marking/commenting on Teams is incredibly time consuming for class teachers, so please do be mindful of this.
- Pupils and Teachers should not be using Teams late in the evening. Please be mindful of the amount of screen time your child is accessing.
- Make sure that you are keeping active, going for their daily exercise, unless needing to isolate, and maintaining a healthy diet.
- If you have any problems, please feel free to email the school wraybury@rbwm.org.uk, or ring 01784 482603 between 8am and 4pm Monday-Friday, and we will do our best to help you.

Stay Safe, Keep Well, Be Kind

Hands, Face, Space

