

Information for parents about live online work using Microsoft Teams from 20th April 2020

From April 20th, the teachers will be delivering 2 live online lessons a day for their class (English and Maths). In order to maintain a routine for the children, these will take place at the same time each day. This has been devised so that there are no clashes with siblings and to avoid the need for more than one device (iPads / computers / mobile phones).

Please see the timetable below.

LESSON 1		LESSON 2	
08:45 to 09:05	R &Y1	11:00 to 11:20	R &Y1
09:10 to 09:30	Y2&Y3	11:25 to 11:45	Y2&Y3
09:35 to 09:50	Y4	11:50 to 12:10	Y4
10:00 to 10:20	Y5	12:15 to 12:35	Y5
10:25 to 10:45	Y6	12:40 to 13:00	Y6

Children will need to have a piece of paper and writing implement (pen or pencil) with them in case they are asked to record anything by the teacher.

Children will need to use their school email account to access TEAMS. It is done in the following way:

Access TEAMS using your school email account. E.g. For Joe Bloggs who joined school in September 2013 it will be **13joeb@arnetthills.herts.sch.uk**

Rec – 19joeb@arnetthills.herts.sch.uk

Y1 - 18joeb@arnetthills.herts.sch.uk

Y2 - 17joeb@arnetthills.herts.sch.uk

Y3 - 16joeb@arnetthills.herts.sch.uk

Y4 - 15joeb@arnetthills.herts.sch.uk

Y5 - 14joeb@arnetthills.herts.sch.uk

Y6 – 13joeb@arnetthills.herts.sch.uk

Your password is the password you use to sign on to the computers in the ICT suite. A Parentmail with the Reception class passwords will come at the same time as this. Teachers are using an email set up specifically for this which follows the format Y3Teacher or RecTeacher. This email is to be used for lesson transmission ONLY, and in the lesson ONLY from teacher to class, and not visa versa. Absolutely no private correspondence to this email address. Important messages from families for teachers should be sent via the school's admin@arnetthills.herts.sch.uk address or to deputy@arnetthills.herts.sch.uk

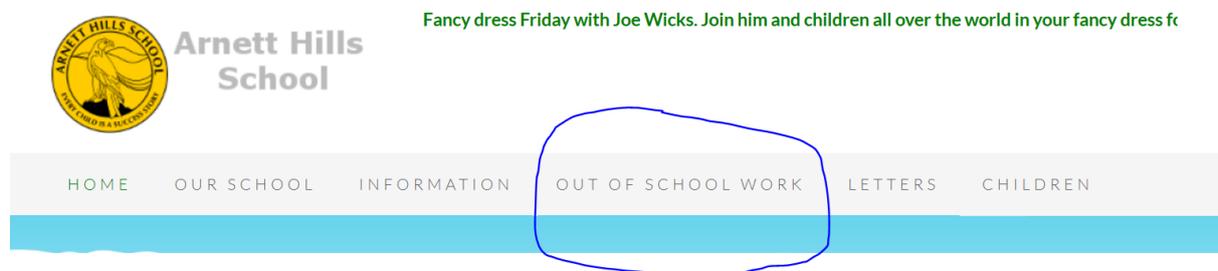
When you have signed in, follow the link to join your year group team. Your class teacher will have set up a meeting (your lesson) at a specific time each day. In addition to this, there will continue to be work on the school website I your class folder under the tab OUT OF SCHOOL WORK.



After the initial welcome from the teacher at the start of the lesson, children will be expected to switch cameras off and all microphones will be muted. Please ensure this happens. This will allow the lesson to run smoother and avoid the system crashing and unnecessary noise which might distract other learners. Your children will be reminded about normal lesson protocols; not talking over adults / other children; if asked to answer a question unmute and use appropriate classroom language; if they are given permission to turn their microphones or cameras on – remembering to turn them off again.

The first session will not be a lesson but will act as a trial run so that teachers can get used to this way of working and families can ensure children can follow the protocols.

Please continue to send in a photograph of your child / children working. They really are uplifting for the staff and other families to see. You can find them by double clicking on the words **OUT OF SCHOOL WORK** on the website as shown below.



This is a new way of learning for your children and teaching for our teachers. There will, I am sure, be the odd hiccup along the way, which we will endeavour to smooth out quickly. Please continue to check your classes page on the website for other work and remember to be kind to each other.

Mrs O'Neill