



As part of our Remote Learning offer we will be using Microsoft Teams to augment our provision. Teams is a set of communication tools which allows teachers to communicate with pupils through posts and announcements, set assignments, mark work and communicate/hold live lessons.

We have set up Class Teams for every year group so that, should we find ourselves with classes isolating at home, we are able to have more direct contact. This way of communicating and feeding back will be invaluable and, as we improve our knowledge and understanding, we will look at developing our use of Teams further.

Getting started at home with Microsoft Teams

1. Search for Microsoft teams using Google.
2. You can then either log in online or download the Teams app on to the device that you normally use for home learning. [Here's a link.](#)
3. Log in with your school email address (73initialsurname@george-fentham.solihull.sch.uk e.g: 73jbloggs@george...) and password that your class teacher will have sent to you via Purple Mash email or printed off for you (you probably already know it, as it's the same as you log into the school network and your school email).
4. Click on the class team name: George Fentham School Year *

Within here, there will be different groups that have been set up. You will be contacted by your class teacher to let you know which group your child is in. You will then receive an invite to a meeting via Teams, which you will then see within the 'calendar' tab at the left hand side (Click on it and find the correct date. You will see the meeting and an option to join)

That's it - you're in!

Behaviour expectations

In accordance with our Remote Learning Policy, which can be viewed on the school website:

www.georgefenthamschool.co.uk/statutory-information.html (Scroll down to policies)

Staff will expect pupils learning remotely to:

- Be contactable at some point throughout the school day – although we acknowledge that they may not always be in front of a device the entire time.
- Make their best efforts to complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work (for school records).
- Seek help from the school if they need it, including informing staff/school if they are unable to access 'remote learning provision'.
- Be respectful when asking questions and/or making any complaints or concerns known to staff.