KES Parent Guide to Microsoft Teams

- To further support your son/daughter with remote learning (when necessary), we will be offering Teams lessons which your child can access from home.

- Microsoft Teams is used by KES to provide online lessons for your child which include audio and screen sharing from our teaching staff.
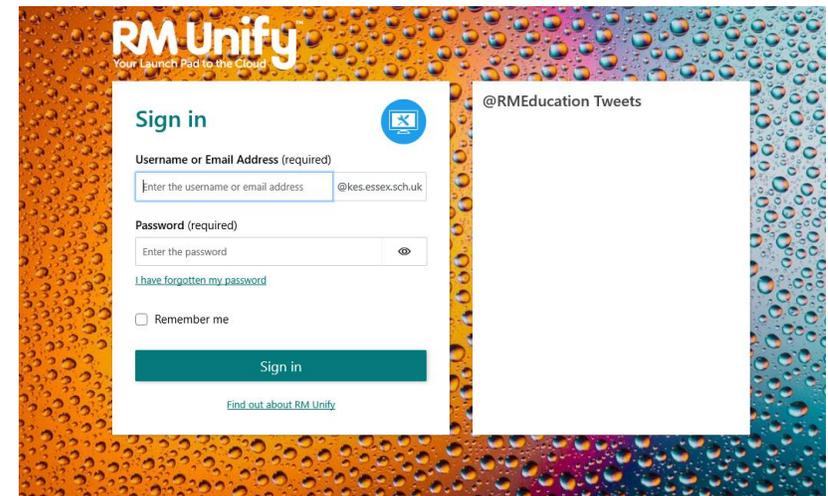
- In Teams, your child will be able to access any files the teacher uploads from their class group and they will be able to submit their work by attaching documents.

- Your son/daughter will be invited to join their lessons remotely so they can have lesson delivery with their teachers if they are not able to be in school.

- The following guidance outlines the protocols that we have in place and how to support your child with accessing the lessons to support their learning and progress.
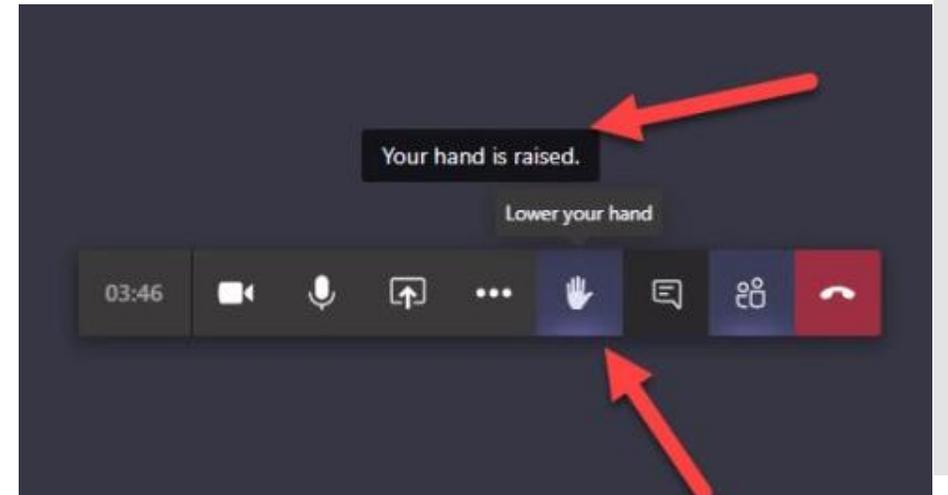
Protocol

- Your child will be able to access their Teams lessons through their RM Unify login (see student guide)

- **No cameras** for students are permitted

- Microphones for students will **be turned off**

- No parents or family members will be able to ask questions or be involved in the Teams lesson- this is for the student only

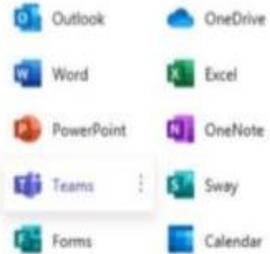- The teachers will remind the students of the protocols at the start of the lesson

Protocol

- Students will be able to hear the teacher and see their computer screen- **no cameras** will be switched on for the lesson

- Students will be able to respond to a question using the 'raise the hand function'

- Students will be able to ask a question in writing, using the chat function for the teacher to respond to verbally

- A student guide to using TEAMS has also been produced for your reference.
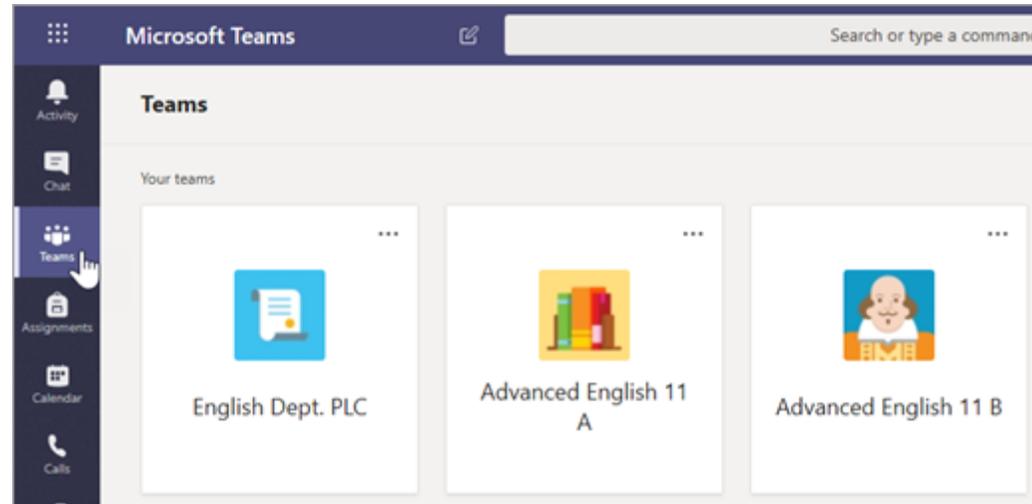
Visual Guidance

Content- what to expect?

- Sharing of a lesson power point slide with the teacher talking through the key points throughout the lesson

- Interactive material to support learning being displayed on screen such as video clips, online textbooks, worksheets and other resources

- Talking through questions, exam questions and guiding students how to approach them by the teacher

Content- what to expect?

- The teacher may model specific concepts within the subject. For example highlighting key features, key language in a paragraph or how to complete a maths problem

- **<u>Students must submit completed class- work/questions</u>** on Teams when requested by the teacher