

The Use of Microsoft TEAMS at St Stephen's

Effective from: 4.5.20

We are really pleased to see so many children joining us on Teams and have enjoyed being able to meet up again, albeit it virtually. Reviewing the transition period, we have identified the following challenges:

- There is so much interaction on the General channel that we are concerned that children's posts of work etc may be missed.
- We want to ensure that work can be sent to the teacher privately and not always in a public forum.
- Parents may from time to time want to contact the teacher about a specific issue, but the public discussion page is not suitable for this.

In response to these points, we wanted to clarify the following:

From Monday 4th May:

1. We will be using the different functions as follows:
 - **General:** All assignments are automatically posted to this channel when set by the teacher. Other than that, the General channel will be used for social chat between the children. They are welcome to share pictures etc about what they have been up to but, like in the playground, this will be a predominantly social space. We ask parents to monitor their child's interactions on this forum. Children are welcome to share their work with their friends on this channel, however if they would like a teacher response, it must also be uploaded to assignments so it is definitely seen.
 - **The Maths, English and Wider Curriculum** channels: These should be used for discussions about learning. Children should tag the question or comment with @teacher'sname so the teacher is alerted to the fact that there is a message waiting.
 - **Assignments:** Work which your child wants their teacher to see and respond to should be posted to the appropriate assignment. If your child wishes their teacher to see anything else they have been doing, they should upload it to any assignment and it will definitely be seen. To upload to an assignment please see the instructions below.
2. A teacher will acknowledge each 'handed in' piece of learning with a short comment. All uploaded work, and the teacher's response, is private provided it is uploaded through 'Assignments'. Your child just needs to re-open the piece of learning to see the response.
3. The teacher's description of each assignment should provide clear guidance, and the children are welcome to ask questions as they would in the classroom, via the appropriate subject channel as described above. In the event you need to contact your child's teacher for clarification, please email the school office FAO that teacher and we will respond to you as soon as we can. This is to ensure we maintain clear channels of communication so that messages don't get lost or mis-directed.

Instructions for opening and completing an assignment:

- a. Click the assignment.
- b. *Sometimes, the format may lend itself to being edited on the computer. Usually you will need to print the task out to complete it or handwrite it in your exercise book. If you wish to submit the work, you can then take a picture of it or scan it and upload using the method below.*

To upload the completed work:

- a. Click on the assignment.
- b. *Once the page has loaded there should be a button that says, 'Add Work'. Click this.*
- c. *Then click, 'upload from this device'.*
- d. *Find the file and press 'open'. It will then automatically upload.*
- e. *Once uploaded press 'hand in' on the top right-hand corner.*
- f. *It has sent successfully if there is a tick and a time stamp.*