



Eastbury Community School

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June 26, 2020

Dear Parents & Carers,

Further to the guidance, and expectations, I sent you on Wednesday 24th June, regarding Eastbury's Remote Learning Policy, please see below some key points of information:

- The app needed to access live teaching is Microsoft Teams – please download it
- Please look carefully at the step by step guide that takes you through this process and shows how to engage in these Teams lessons
- A small number of lessons are beginning now for Years 7, 8 and 9, as our previous focus has been Years 10 and 12, as they are currently studying for their GCSEs and A-levels
- Teams lessons will continue for Years 10 and 12, alongside the new timetable for their in-school lessons
- Alongside the wider reopening of the school for Years 10 and 12, there will be a 'blended learning' approach (some face to face teaching for those years, complimented by online work and live remote teaching)
- Please look on our school website for the '**Remote Learning Teams Teaching**' timetable, which shows the lessons currently taught. As more teachers receive training, the number of live lessons will increase
- If unsure, you or your child are welcome to email any of their subject teachers to see if they are offering live Teams lessons for their subject

These are uncertain and unsettling times, and so our blended learning approach will continue and the number of live lessons taught will increase for all years.

We want to make learning fun and effective, hence introducing live remote teaching, and we hope that parents will help by facilitating this. Microsoft Teams provides this additional level of support, as we want to do whatever it takes to ensure your child's education is not compromised.

Yours Sincerely,

Mr J Goy
Deputy Headteacher



MICROSOFT TEAMS SMART DEVICE LOGIN PROCESS

Step 1

Download the app from App Store for IOS devices, include iPhone / iPad / Macs.

For Android devices its Google store.

Look for these icons on your mobile phone or tablet.

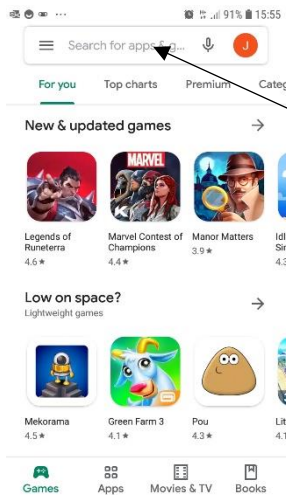


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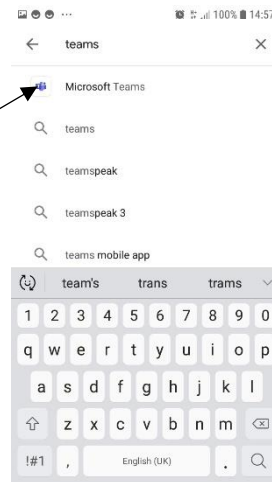
Step 2



When you open the app store you search bar at the top.

Type in Teams and click Microsoft when it comes up in the list

This is the Teams look for.

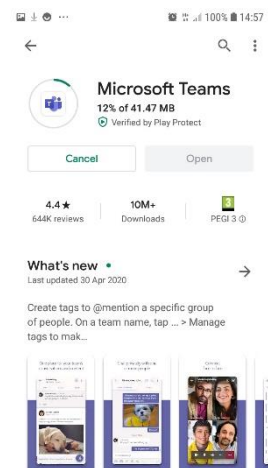


will see a

Teams

logo to

Step 3



Once you have clicked on the Teams app it will say install, click this and the app will download. Once it has installed press open, this will take you to the app on your phone or tablet.

You do not need to do anything further now.

When you receive an email with some joining instructions to a meeting:

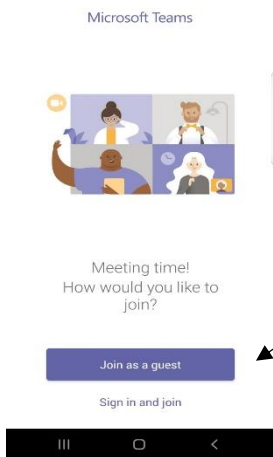
Step 4

You will be sent an email with a link that looks like this:

[Join Microsoft Teams Meeting](#)

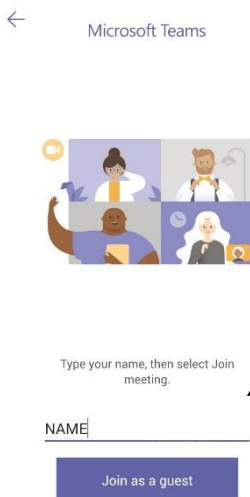
Click on the link, this will direct you to the Teams app that you have just downloaded.

Step 5



Once you are on the Teams app you will see the option to join as a guest. Click this

Step 6



When you have joined as a guest enter your name and click. This will allow you to join.

There will be a short amount of time to wait whilst your teacher clicks to allow you in to the lesson – do not worry, we can see you are waiting.

For your teacher to see and hear you, click on the video camera and microphone icons when you enter the lesson – if they have a line through them it means they are off, so click them again. You have the option of turning off your video and please mute yourself, unless asking or answering a question when the teacher allows.

Enjoy your live Teams lessons.

Mr Goy

Deputy Headteacher

Eastbury Community School