



Once you have logged into Office.com or MS Teams app on your computer or mobile phone, you will be able to access files from your child's class teacher.

These files will contain home learning activities, homework tasks to be completed, and any other online links.

You will also receive further instructions for how to send homework back to us, from your class teachers.

We appreciate that this is a new way of learning for many families, and we are here to support you in any way we can.

If you have any questions:

In the first instance, speak to your child's class teacher, so they are aware and can provide appropriate support.

You can also contact the school directly:

griffin.enquiries@vennacademy.org

(Remember to include your child's name, class/teacher name, and a brief description of the issue)



Griffin Primary School

griffin.enquiries@vennacademy.org / 01482 794122



Accessing Remote Learning **A Parent's Guide**

At Griffin, we have chosen to use Microsoft Teams as part of our remote learning offer to children. This is an online platform that can be accessed from home, or anywhere with an internet connection.

Teams has been selected because:

- It is a straightforward system to use
- It can be accessed on computers, tablets and mobile phones
- **Protecting your child's data is Microsoft's top priority.**

In this booklet, you will find a brief introduction to Teams, including what it will look like once you have logged in on a computer, and on a mobile phone/tablet.

Further details about specific lessons and tasks will be sent to children/parents, using the Microsoft Office.com email function. This uses Outlook online, and although you can download an app for Outlook/emails as well, you do not need to do this to access messages from your child's teachers.

Your children's learning can happen anywhere with Microsoft 365 online. Get to know our tools made to support learners of all ages and abilities, and see how your child's core subjects and class discussions can happen with support from Microsoft Education.

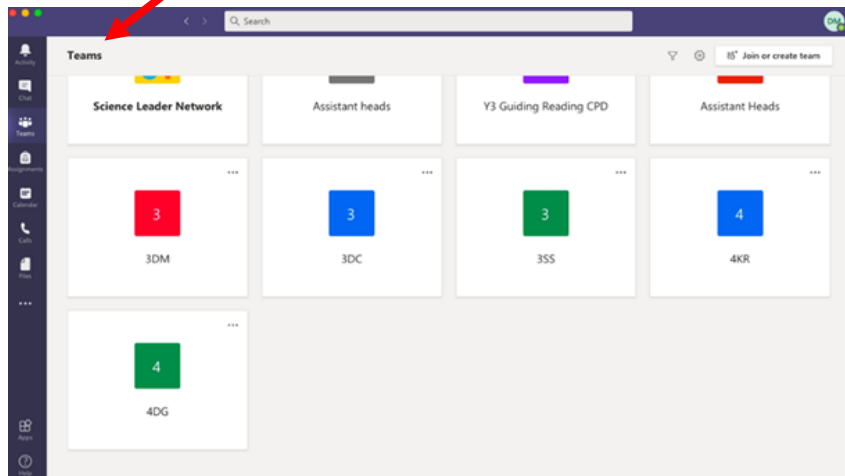
Accessing Microsoft 365

Your Microsoft 365 Education login is free, and children can log into their school accounts at [Office.com](https://www.office.com), where they'll have access to Microsoft Teams. From this home base, children can open Office apps in their web browser.

How will my child communicate with their teacher and class?

Using Teams!

Teams is an online classroom hub, where your student can chat with their whole class, in groups with other students, and also one-to-one with their teachers.

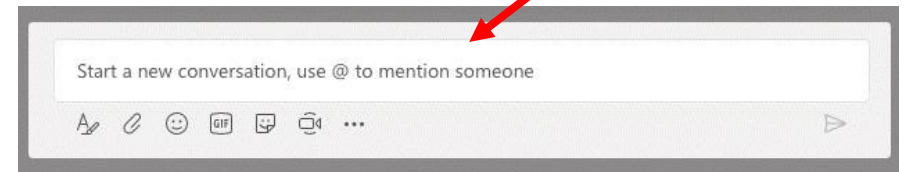


How do I access work from my child's class?

Click on your class icon and this will take you directly to your classroom hub. Access the work that has been set by the class teacher, by clicking on "files" on the top menu bar. This will redirect you to the list of work files which need completing.

What if I need extra support?

Select "New Conversation" in Teams, to have a one-to-one discussion with your teacher. You can also contact your teacher with any other questions this way as well.



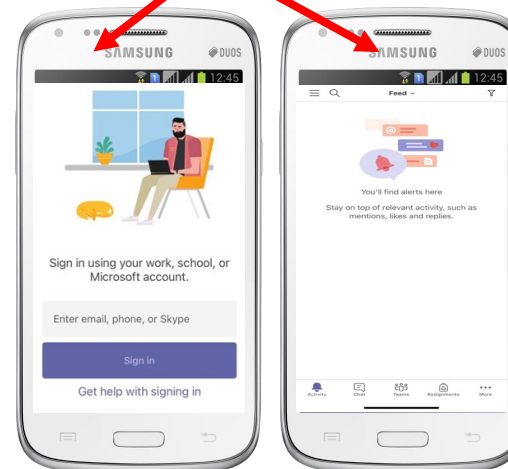
Accessing Microsoft Teams

If you don't have access to a computer/laptop, you can also download "Microsoft Teams" in the app store (on iPhones, android phones and tablets).

Step 1
Download the app



Step 2
Access the app & log in



Step 3
Access the class files

