

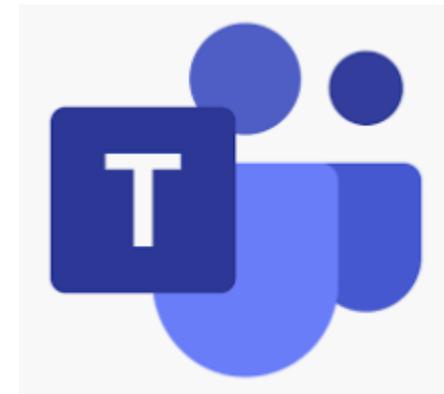
# Microsoft Teams



ST. NORBERT'S  
CATHOLIC PRIMARY SCHOOL



## Parent Pocket Guide



ST. NORBERT'S  
CATHOLIC PRIMARY SCHOOL

**Saint Norbert's Catholic Primary School**



**Saint Norbert's Catholic  
Voluntary Academy**

Telephone 01775 722889

Email: [enquiries@st-norberts.lincs.sch.uk](mailto:enquiries@st-norberts.lincs.sch.uk)

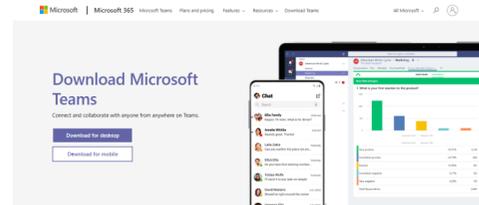
Article 28: Every child has the right to an education.

## What is Microsoft Teams?

Microsoft Teams is a collaboration platform complete with document sharing, online meetings, and many more extremely useful features for education and communications. Having an excellent team space is key to being able to make creative decisions and communicate with one another. Shared workspace software makes this much easier to achieve, especially if a particular team is based in a very large company, has many remote employees, or is made up of a significant amount of team members.

## Benefits

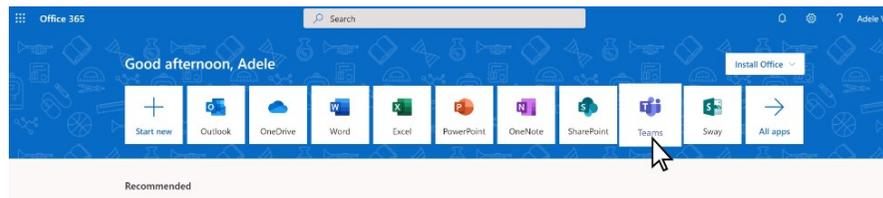
Teams is an online classroom hub, where your student can chat with their whole class, in groups with other students, and one-on-one with their teachers. Students can log into their school accounts at Office.com, where they'll have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more. From this home base, students can open Office apps in their web browser. Microsoft Teams can be accessed online or downloaded to a home or mobile device.



## Download

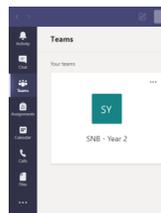
Go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> or search online for Microsoft Teams download. You can select whether to download for desktop or mobile.

able.



Alter-

natively for mobile devices, you can visit your Operating System's app store and download the Microsoft Teams app directly.



## Keeping Safe on Microsoft Teams

### Safeguarding

Your children's teacher(s) will be the only ones who will contact and invite your child(ren) to access Microsoft Teams. This will be from the email address ending in @stnorberts.lincs.sch.uk.

There may be occasions when the school office will have to perform administration tasks but this should not include interaction with pupils.

If your child is invited to meet by an individual or organisation NOT using said address format, the invitation would be reported to the Designated Safeguarding Lead (Mrs Jenna Withers) / Deputy Designated Safeguarding Lead (Mr Sam Morton) immediately as a potential safeguarding issue in accordance with St Norbert's Safeguarding and E-Safety Policies.

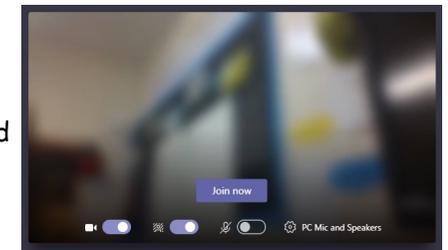
### Parental responsibility

As parent or guardian, you are responsible for supervising the suitability of your child's/children's online access, communication and the 'home' setting (wherever distance learning is taking place outside of school). This includes ensuring children have a quiet, safe space from which to meet and that only your child(ren) will join the meeting. Adults and other children will not be permitted to partake without prior agreement by all parties. Parents are encouraged to supervise (but not appear on screen) and that in the interest of safeguarding the household, all microphones are to be muted unless specifically requested to unmute by the teacher. Each meeting will end at the teacher's discretion.

### Top Tips:

In the interest of safeguarding your child and your home environment, it is expected that the video and microphone should be turned off during live meetings unless directly instructed to by the class teacher.

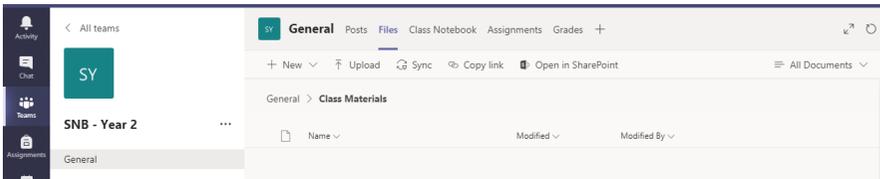
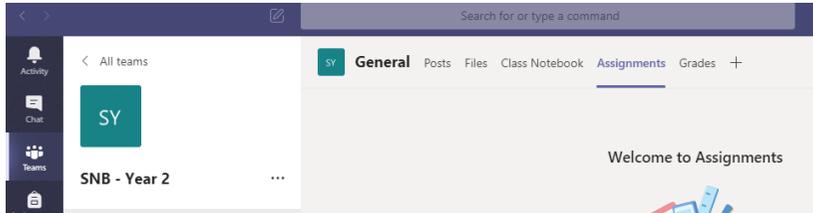
To be certain, you can cover over the forward facing camera on your device with a sticker or blob of blu-tac,



## Class assignments

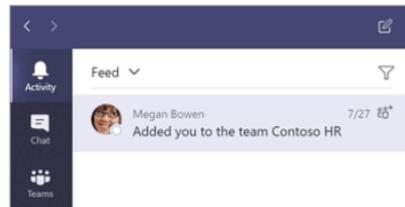
With the Assignments app built right into Teams, your child can see work their teachers have assigned them, submit that work, and see their grades and feedback.

This can be found under the Assignments tab for the team your child is assigned to.



class team has a Class Notebook, where your child has their own notebook space to take notes, reference resources, and even practice mathematical equations!

Files that are specific to tasks or weekly homework will be uploaded to the files tab—these documents are uploaded by the teacher and cannot be edited by other teams members.

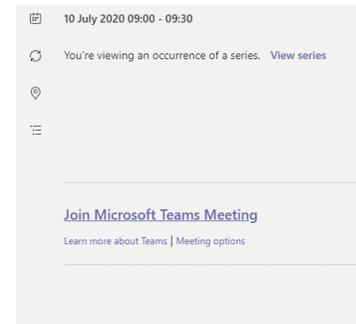
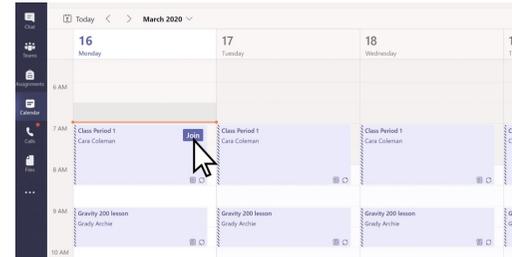


For other ongoing work, every

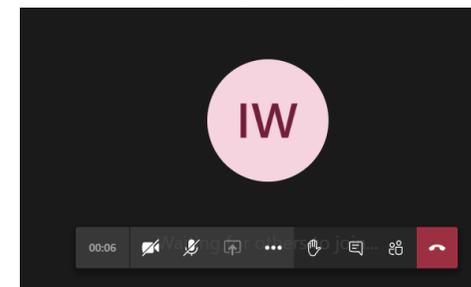
## Access a Live Meeting

To access a meeting or live event that has been scheduled, go to the calendar tab and select the event and click on join.

Alternatively, you may have been emailed a link via email to notify you of an upcoming meeting. By clicking the link in your email, you will still be directed to follow the same steps.



Next, you will be prompted to select 'Join Microsoft Teams Meeting' again. This will take you to a 'lobby' where you can wait for the meeting to begin and join in.



Once in, you can control your microphone and video settings to be turned off. This is highly advised and part of the home-school agreement for use.