

Accessing Teams

Microsoft Office 365 link is found in the home learning section of the school website.

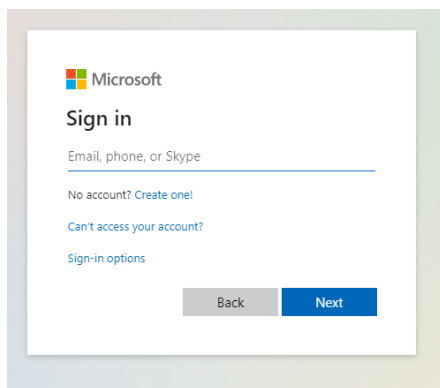
Office teams can be accessed via searching for 'office teams login' in a search engine such as google. It can also be accessed via an app download

https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB for android products or <https://apps.apple.com/gb/app/microsoft-teams/id1113153706> for Apple products. It can also be accessed via the website link <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>.

The learner will need to log in with their Office 365 log in details. These will have been logged in the home/school diary. For any password reset please email

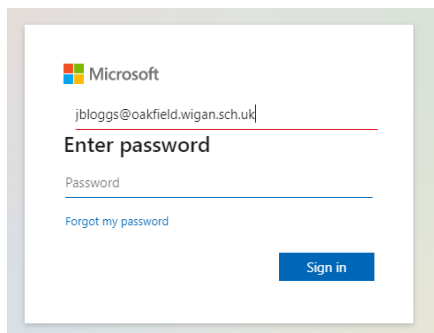
Techsupport@oakfield.wigan.sch.uk with your child's full name and year group.

The Logging in process



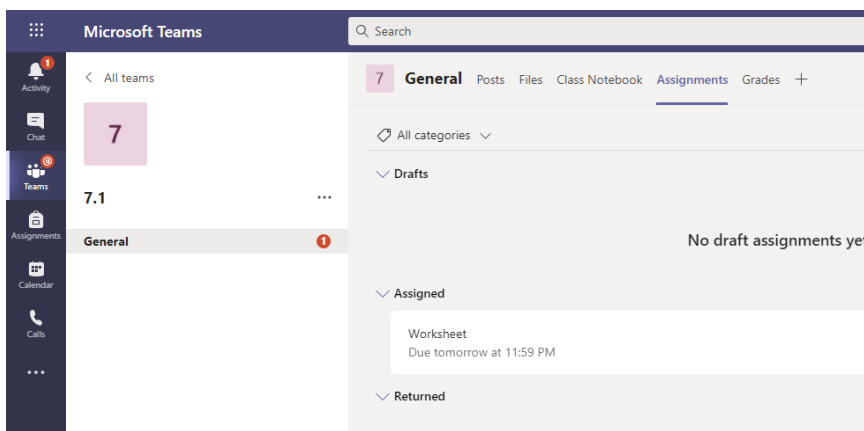
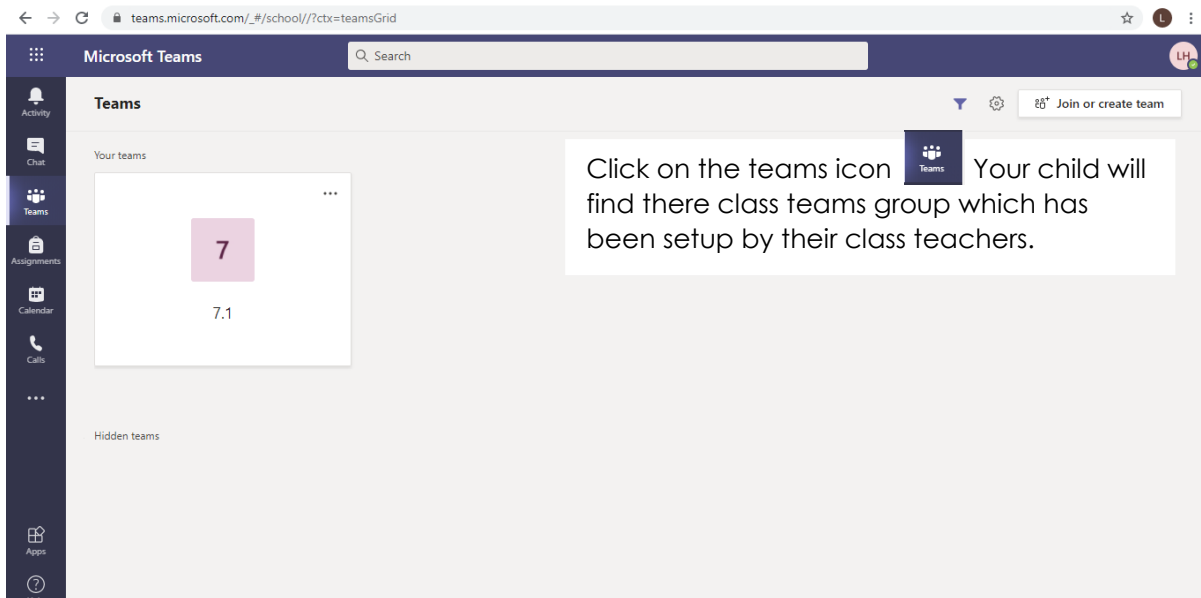
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. Underneath, there is a text input field labeled 'Email, phone, or Skype'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom of the form are two buttons: 'Back' and 'Next'.

The initial screen will ask for your child email address. These details are in the home/school diary. The emails are structured first initial and second name followed by oakfield.wigan.sch.uk for example jbloggs@oakfield.wigan.sch.uk



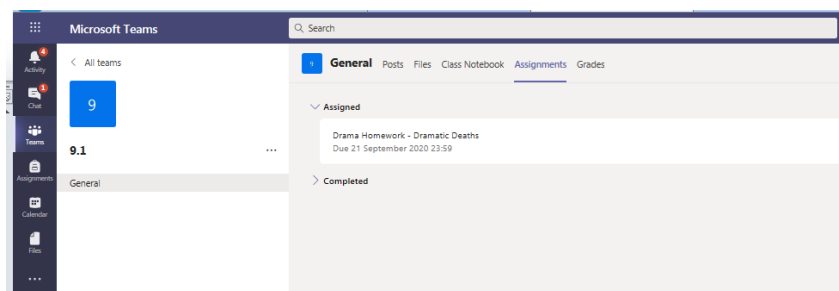
The screenshot shows the Microsoft 'Enter password' screen. At the top left is the Microsoft logo. Below it, the text 'Enter password' is displayed. Underneath, there is a text input field containing the email address 'jbloggs@oakfield.wigan.sch.uk'. Below this is another text input field labeled 'Password'. Below the password field is a link that says 'Forgot my password'. At the bottom right of the form is a blue 'Sign in' button.

The second screen will ask for your child password. These details are in the home/school diary. If you require the password resetting please email Techsupport@oakfield.wigan.sch.uk

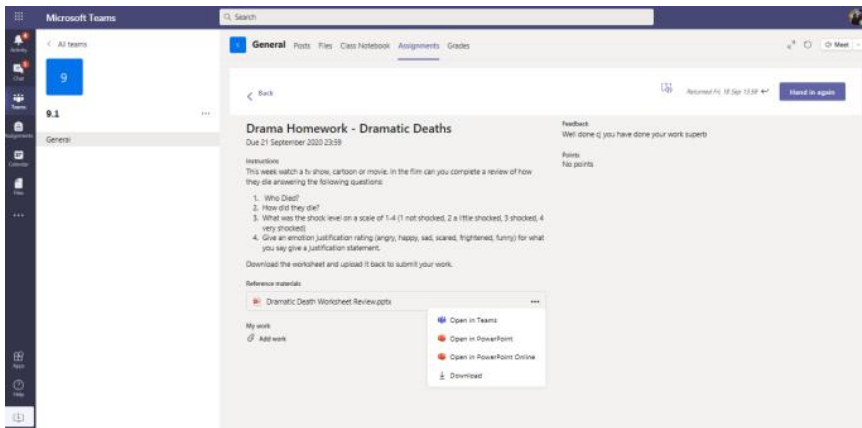


Your child's work will be set in the **Assignments** section of teams. Your child will receive notification and find all uncompleted work under the **Assigned** tab

The submission in process



To complete your child work they will need to open the specific assignment under the **Assignments** tab.

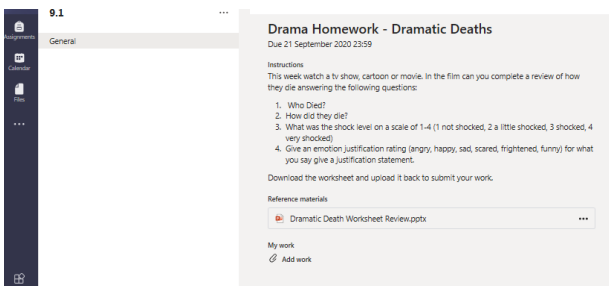



Your child will need to download the worksheet by completing the following steps.

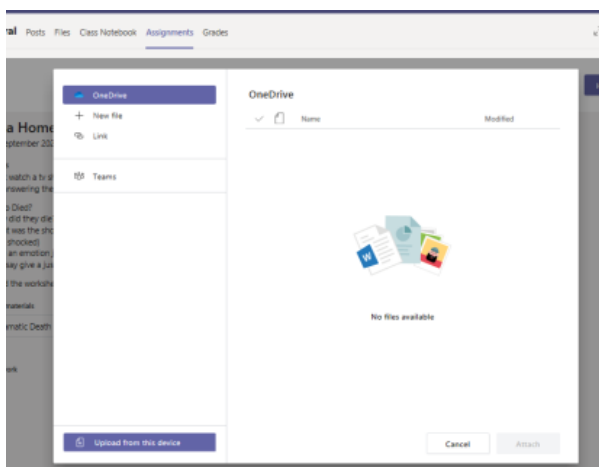
Click on the  icon.

Select the download option.

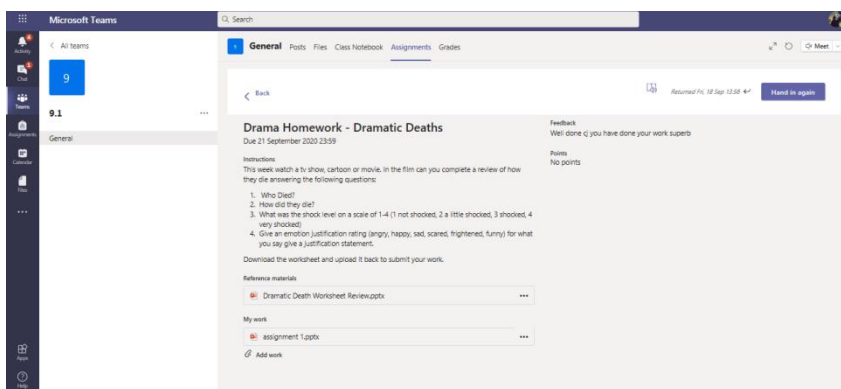
The document will download and appear on the tool bar at the bottom of the web page. You will need to open the document and **enable editing** before completing the work.



To submit your child's completed work they need to click on the  **Add work** icon.



To upload the work click the **Upload from this device** link. Then select the specific document you would like to upload.



Once uploaded click the **Hand in** button on the right hand side.

home

Have a daily plan - include your child's interests and motivators. Plan time for snack/meals, friends (virtual/social media), exercise, sleep routines etc

Flexibility - be prepared to change an activity or put it to one side for later. Consider the best use of your indoor/outdoor space.

Chunk activities into short time slots with practical/movement breaks in between - use a timer if useful

Developing life skills – plan opportunities to develop communication/social, personal needs, snacks/meal times, household chores, money etc.

Use a range of real life items to make learning interesting. This may include household and garden/natural objects, kitchen utensils, books, toys, tablet apps. Think about the 5 senses of touch/taste/smell/sound/sight to engage your child in activities.

Some further common questions

What happens if my child's teacher/ form tutor becomes unwell and my child is still self-isolating?

In this event, home learning will be posted by another member of staff. Virtual lesson will not be delivered.

How will the Pastoral Manager support us as a family?

Pastoral managers will continue to contact and communicate with Parents/ Carers including 'checking in' on learners and families; offering any support or guidance we can.

How do I support my child if I am working from home?

We understand that Parents/ Carers may also be working flexibly at home.

We kindly request you complete any well-being, sensory activities and/or learning opportunities when you are able to and let us know if you require further support.

What feedback should we expect from the teacher?

Any completed homework/ home learning uploaded onto Teams will be marked and feedback provided.

What do I do if my child becomes unwell and/ or develops symptoms of Covid19 and cannot complete home learning/ homework?

If at any point your child becomes unwell and/ or develops symptoms of Covid-19 then we request that you contact school with an update and to let us know your child is ill. They will need to get a test <https://www.gov.uk/get-coronavirus-test>. Please contact Pastoral Managers if you require further support.

Your child will not be expected to complete home learning/ homework if they are unwell.

What do I do if I need to discuss personal circumstances?

Please contact your relevant Pastoral Manager.

What do I do if I struggling to log in to Office teams?

Initially visit <https://support.microsoft.com/en-us/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-us&ad=us> which has a number of how to videos. If this does not solve the issue

email Techsupport@oakfield.wigan.sch.uk. Finally, if you still require support email you Pastoral Manger.