



# Edgewood Primary School

## Building skills and values for life

Headteacher: Mr Ed Seeley

(0115) 956 1337

[www.edgewoodprimaryschool.co.uk](http://www.edgewoodprimaryschool.co.uk) [office@edgewood.notts.sch.uk](mailto:office@edgewood.notts.sch.uk)

Friday 8<sup>th</sup> January 2021

### Live lesson on Microsoft Teams

Over the next week, you will begin to receive invitations to live online lessons using Microsoft Teams. This will provide children with well-needed face to face time with their teachers and enable us to provide high quality, interactive lessons for all children. We understand that you will not always be able to attend live lessons so we will be recording them and uploading them to Seesaw for children to watch after the lesson has ended.

#### Expectations of live lessons:

- Parents will always need to be present during the whole lesson, this helps with turning the mic on and off and making sure children are showing good behaviour for learning.
- There should be no recording or taking photos of the live lesson as this will breach GDPR rules and safeguarding of the other children.
- There is no pressure to attend the live lessons as we will be recording the lesson and uploading to Seesaw for any children who could not attend (once new email addresses have been allocated). This will only be uploaded to the children in Red & Green or Rainbow. These videos are not to be shared with or used by anyone else.
- We will be using children's names during the live lesson.
- We need parents to remind children of good behaviour for learning: EYFS this could be a reminder of our carpet rules (we can upload these onto Seesaw)
- Note to parents that the mic is sensitive and any background noise can be very distracting to the children and the teacher.
- We will ask the children to have the resources required for the lesson to hand before the live session begins. All resources being used are included in the home pack send home in Autumn. Teachers will inform you which resources are required beforehand via Seesaw.
- All children need to be prompt to lessons to prevent them missing the teaching of key concepts or skills needed for the session.
- The meeting will start 5 minutes before the start of the lesson to allow for children to say hello to their friends and then be ready to learn.
- We would appreciate your cameras being turned on so we can interact with the children.
- If you would like to ask a question during the lesson, use the chat feature (speech bubble icon). This way the teacher can answer the question immediately and share the response with the whole group.



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### How to access live lessons

Welcome to this guide, designed to support our parents, carers and our students in accessing Live Lessons through Microsoft Teams. Please use the following series of instructions to support your child in attending their live lessons.

1. You will need to ensure you have an account on Teams and downloaded the app to your device.
2. You then need to log-in using the email you provided to school.
3. Once logged in you will need to click on the calendar icon (along the side if using teams on a laptop, or along the bottom if using a phone/tablet), this should load on the current day and there you will see the invite for the live lesson.
4. Click on the invite, then click join. This should have joined you to the lesson. An invite has been sent to your e-mail today so that you can practice joining a lesson. There won't be any lesson happening, so once you have joined you will need to click the leave button.



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