



Telford Infant School

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Dear Parents,

As you are already aware, due to Covid restrictions, we are unable to conduct our regular learning reviews with parents face to face in school instead we will be holding these over a communication platform called Microsoft Teams. Learning reviews are a vital part of our communication with you about your child's learning and progress and we are confident this virtual solution is easy to use and effective. As a staff team we have been using Teams since March to conduct internal meetings very successfully and are confident that many parents have used either Teams or similar communication apps such as Zoom since March.

What is Microsoft Teams?

A web based communication platform allowing 'teams' of people to communicate via chat, video conferencing etc. This is the communication solution preferred and supplied by Warwickshire Local Authority. This is a very popular online communication platform and is easy to use. Attached to this letter is a parent user guide.

How do I get this on my device?

The app is free to download.

On an apple device go to the app store and download the teams app

<https://apps.apple.com/ph/app/microsoft-teams/id1113153706>

On an android device go to the google play store and download the teams app

https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB

On a laptop or desktop computer follow the link below

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

What if I don't have a device?

To our knowledge all families have access to a device as they receive school letters via eschools in this way. Teams works on any smart phone, tablet, laptop or desktop computer.

How do I log in?

Your child has a Microsoft account via school – we call this a welearn365 account. Your child's email and password will be shared with you via tapestry shortly. This is how you will log onto Teams and receive a video call from your child's class teacher.

I already have a work or personal Teams account can I use that?

No please login with your child's details not your own as these are the details teachers will use to call you at your allocated time.

How will the Learning Reviews work via Teams?

You will book a Learning Review slot via eschools – a letter will be sent shortly to explain how to do this. Your child's class teacher will video call you via teams on the date and time you have booked. Class teachers will be in school during the meetings and the meetings will be recorded and stored securely for safeguarding purposes. We ask that your child (or other children in the household) are not part of the meeting. Both parents may attend the meeting via their child's account (if in the same household). Parents will be expected to abide by our 'Expected behaviour by visitors or parents whilst on the school site' policy whilst the virtual learning review is in progress. This can be viewed on our web site by clicking the link below.

https://www.telford-inf.warwickshire.sch.uk/web/school_policies_key_documents/313502

Meetings will be 10 minutes long and it will be very important for everyone to abide to this time limit so parents are not waiting for calls.

What do I need to do next?

- Install the Teams app on your phone, tablet or computer.
- Look on tapestry for your child's email and password details from Monday 28th September
- Practise logging onto teams with your child's details.
- Let the school office know asap if the login details do not work.
- Wait for the letter on how to book your learning review appointment on eschools
- When you get the letter book your appointment slot -
 - Learning reviews will be on 15th October, 20th October and 22nd October with 10 minute appointment slots starting at 4pm until 6.15pm

This will be a new experience for all of us and your support to ensure that learning reviews can take place is much appreciated.

Kind Regards

L Roberts

Louise Roberts
Deputy Headteacher

