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Thursday 19th November 2020

Accessing your child's home learning

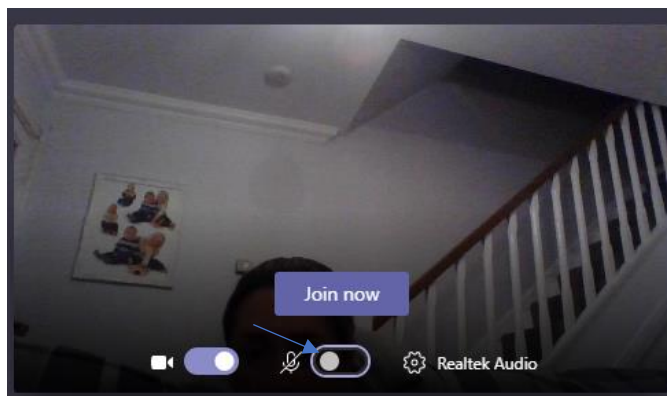
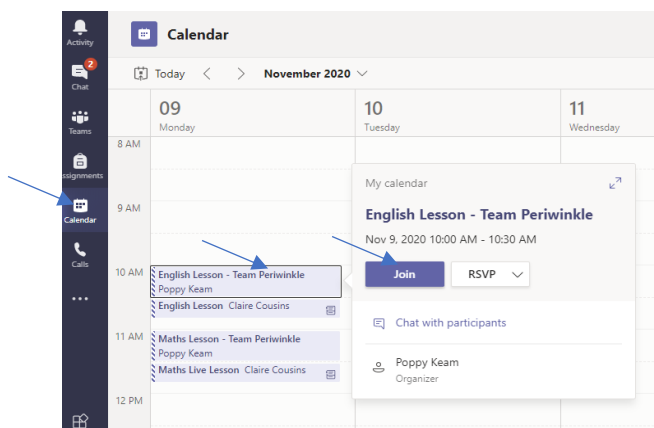
Dear parents/carers of Team Indigo,

Our home learning will be delivered for this period away from school via the Teams portal.

There will be a short live English session at 10am and a live Maths session at 11am. These live sessions are recorded and posted on Microsoft Teams, so you will be able to access them at any time throughout the day. Each day an English, Maths and Topic task will be set.

Below are steps outlining how to access your child's learning:

- Log on to your child's Microsoft Office 365 account. Their user name and password can be found on your MCAS app. For a guide to how to find your login details please see the end of this letter. If you cannot find your child's log in details please e mail Mrs Cheshire.
- Click on Microsoft Teams.
- In order to watch a live lesson, click on the **calendar tab** on the left hand side of Teams. Here you will see the scheduled live sessions. Click on the **one about to take place** and hit '**Join**'. Please ensure you **microphone is switched off**, otherwise the background noise can be distracting.

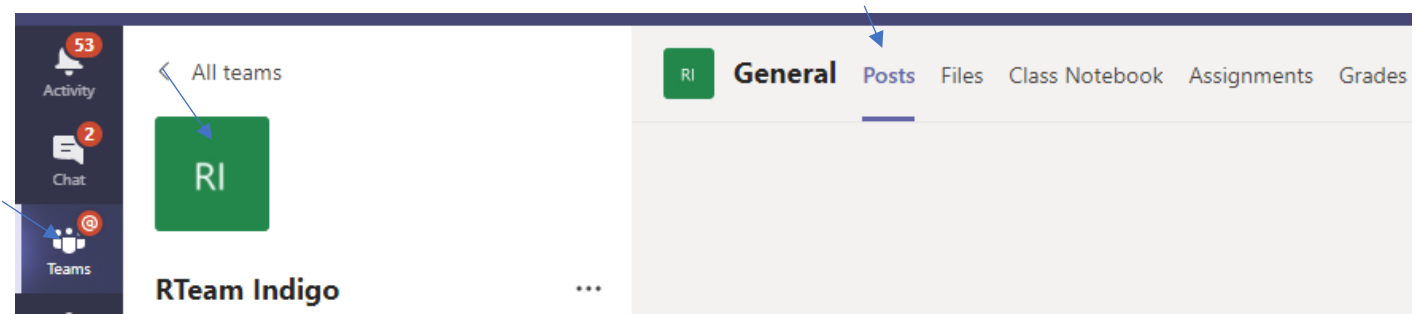


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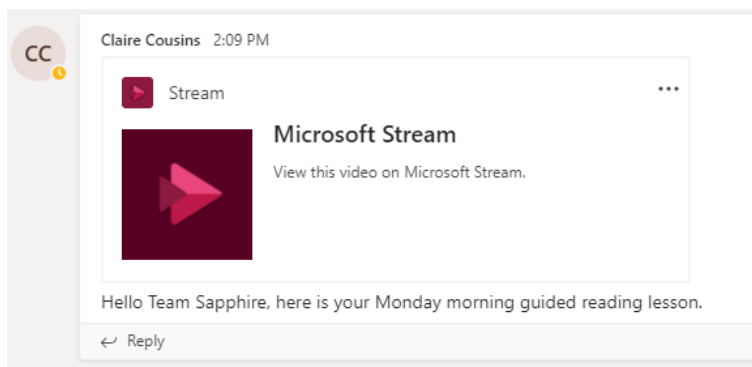
Chilton Primary School, Ramsgate Arts Primary School and Upton Junior School are operated by Viking Academy Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 09449979. The Registered Office is at Chilton Primary School, Chilton Lane, Ramsgate, Kent, CT11 0LQ. Viking Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- If you are not able to watch live and want to watch a lesson that has previously taken place, you need to log in to Teams, click on the button that says **Teams** on the left hand side, click on **RTeam Indigo** and click on the **'posts'** button.



All recorded lessons will be listed here. A previously recorded lesson will look like this:



Simply click on the stream button, to watch the recorded lesson.

- The tasks to be completed can also be found under the 'posts' tab in Team Indigo. Simply, click on the button that says 'view assignment'.



The children's task will come up on the screen. For some tasks the pupils will be able to complete the task directly onto the computer, as they complete the task it saves automatically. Miss Miles will then access the task and provide feedback.

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- In order to view the feedback, you simply click on the assignments button. Here you can see all the work that has been set. If you click on your completed piece of work, Miss Miles' feedback comment will appear on the right hand side.
- As the children are so young, some tasks set will be play based. For these, if you are able, you could send a photo of your child completing the task to Miss Miles. She will then be able to provide feedback via e-mail

If you have any problems accessing or completing your learning please contact Miss Miles (elaine.miles@chiltonprimary.co.uk) or Mrs Cheshire (hannah.cheshire@chiltonprimary.co.uk).

Yours Sincerely,

Mrs Cheshire
(Assistant Head)

Accessing your child's Microsoft 365 Teams account via the MCAS app or online at www.mychildatschool.com :

The school's ID for MCAS is 11453 should this be required.

Alternatively, click on the link to see further information on using Teams to access remote learning:

<https://www.vikingacademytrust.com/page/?title=Microsoft+Office+365&pid=68&action=saved>

**Accessing Reports Section of MCAS
(MyChildatSchool)**

The first screenshot shows the 'Attendance' screen with a menu icon in the top left corner. A callout box points to this icon with the text: "Open the MCAS app and tap the menu button".

The second screenshot shows the 'Reports' screen with a list of items including 'Attendance', 'Upton's Behaviour Points', 'Messages', 'Data Collection Form', 'Parents Evening', 'Reports', 'Academic Calendar', and 'Clubs'. A callout box points to the 'Reports' item with the text: "Tap or click on the 'Reports' tab.".

The third screenshot shows the 'Reports' screen with a link for 'Office 365 Teams details (2020 - 2021 Term 1 20/21)'. A callout box points to this link with the text: "Click on the Office 365 link to open the PDF containing the login details required for Teams access."

If you do not already have the app downloaded we would highly recommend you download this to your device using the information included in the email.

You are also able to access the information using the website www.mychildatschool.com

If you require help please contact the school office.

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