



15th January 2020

Teams meetings and home learning

Dear Family,

Teams meeting times for the week beginning 18.1.21			
Year	Day	Time	
R	Friday	1pm RT	2pm RP
1	Thursday	1pm 1B	2pm 1W
2	Tuesday	10.00 2B	11.00 2L
3	Thursday	10.00 3G	11.00 3H
4	Friday	10.00 4M	11.00 4E
5	Wednesday	10.00 5S	11.00 5W
6	Monday	10.00 6W	11.00 6S

Thank you so much to those who joined or attempted to join our class Teams meetings this week. We hope you appreciate that as the technology is new, we were always going to have a few glitches the first time around! We have been working behind the scenes to solve any problems we, or you, encountered and we would like to say a special thank you to all the parents who have helped with that. The grid above shows the times of the meetings for next week – we have moved some to allow more flexibility. If you didn't attempt to join this week, at the end of this letter you will find the guide I sent out last Friday.

Teams meeting have proven to be a great way for children to connect with each other and their teachers. Obviously this is a new way of working and one that we hope to sustain throughout the school closure. Could I respectfully ask that families are conscious of the privacy and safeguarding of others and that no images from these meetings or from recorded lessons are shared on social media or in any way that could put participants at risk.

Passwords

If you couldn't log into RM Unify for this week's meeting, please email or ring school and we will reset your child's details. For most children their username is their surname followed by the first letter of their first name. For a handful of children across school there is a slight variation, but those parents have been contacted directly. The children's passwords should be their date of birth.

Muting and unmuting

For next week's meetings we have changed settings here at school so that anyone who wasn't able to unmute and talk should now be able to – this was an issue related to the use of iphones and ipads which we have found a way around. When children enter their meeting they will now need to mute so that they can clearly hear their teacher –it won't be automatic like this week. They will still need to 'raise a hand' to show they want to talk and when the teacher says their name, please unmute your microphone to speak and re-mute when finished.

Email: info@st-james.dudley.sch.uk Website: www.st-james.dudley.sch.uk



Teams App

We understand that to be able to have a 'gallery view' so your child can see their classmates throughout the meeting on their screen, you will need to download the Teams app onto your device and select to open the meeting in Teams from the email. Once you have the app installed you can go on the calendar section and join a meeting from there too.

Phone calls

Staff are very happy to make a weekly phone call to you or to your child. Some families have expressed that this is not necessary as they are having regular contact via email and the weekly Teams meeting. However, other families have requested regular contact between school and home. If you would like a regular phone call, please email your child's year group email address and someone will be in touch.

Home learning

Home learning will now be password protected with the same password as previously Kingsway123

It has been wonderful to see all of the home learning which has been sent to the year group emails. Your child's class email is the year group followed by our school email domain e.g. year3@st-james.dudley.sch.uk
The email isn't just for sending in work and scores – it can be used to chat to the class teacher, clarify expectations, ask questions, and ask for help if your child is finding a task tricky. You can request a phone call at any time you can also request a phone call.

We wholeheartedly understand that home learning can be very challenging. The lessons that we are providing for each day can be organised in any way that works for your household. There may be times that you feel that the task set is not appropriate for your child in which case you are welcome to adapt it to something that you feel would best suit your child's learning style or needs. The objective or purpose for each lesson is on the overview and you are then able to address this objective in the way that you feel will support your child's best. If we can be of any help with this, please do get in touch.

Videos hosted in You Tube

Please be aware that some home learning links and lessons open in You Tube. This is due to not being able to host all videos on our website, clearly. Unfortunately, there isn't a way to avoid other suggested videos being visible. Although the videos will be hosted on the children's version of You Tube, we are not able to guarantee that they are entirely appropriate to your child's age and maturity so would ask that you supervise your children while they are accessing the videos.

Wellbeing activities

Alongside each week's home learning on the website you will now see a link to some optional 'Weekly Wellbeing activities' that you may choose to complete with your child. The content is designed to offer pupils various ways to think about their wellbeing or simply uplift them during this time.

Please contact us if you need support of any kind during this time. Thank you for your ongoing support and determination with home learning – we appreciate that it is not easy!

Kind Regards

Miss Mason
Deputy Headteacher

Mrs Mason
Head teacher

Email: info@st-james.dudley.sch.uk Fax: 01384 818811 Website: www.st-james.dudley.sch.uk



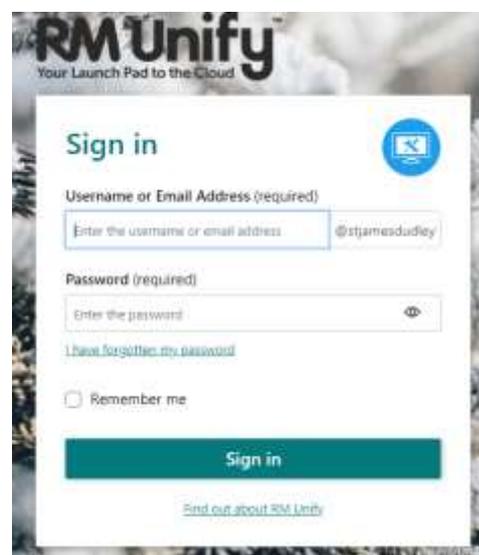
Here is the 'Teams meeting guide' I sent out last Friday to save those of you who might want it from searching back through emails:

The following instructions will enable your child to access their email and to then in turn receive an email invite to a Teams meeting with a member of staff (a webcam is required for the pupil to be seen, and a microphone for them to be heard however neither of these functions are necessary - they can still join the meeting)

- To access RUnify go to our school website and click the link on the homepage



- Your child will then need to log in with their username and password. This is the same information they use to log in every Computing lesson, so the older children will know their log in details. Their username is usually their surname followed by their first initial e.g. Alex Taylor would be 'taylora' followed by @st-james.dudley.sch.uk.
- Their password will be their date of birth e. g. 1st May 2010 would be '010510'.
- A handful of children across school have a number in their username. The older children will know if this applies to them. We will send a message to the parents of all pupils this applies to in Reception to Year 3.



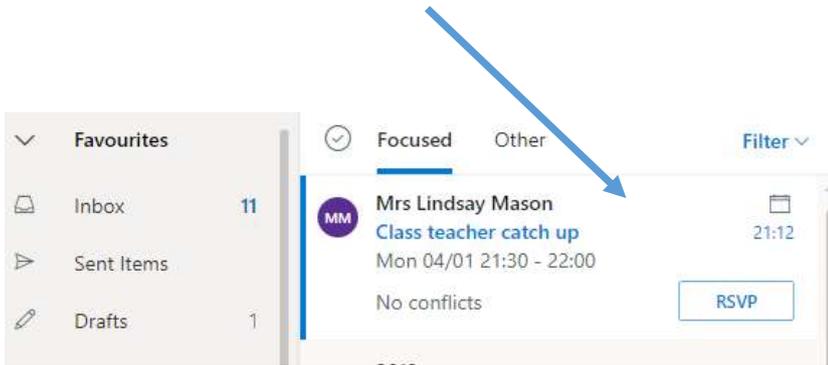
- If there is any problem with your child logging in to RUnify, please email your child's teacher using their year group address or through Tapestry for Reception.
- Once logged in, your child can access their emails by clicking on the email tile.



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- Your child will then need to check for an email from staff inviting them to a meeting.



- To join the meeting, open the email, and look for the 'Click here to join meeting' link to click on when the meeting is due to start. Your child will then be entered into a meeting with a member of staff and any other invited children.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

- The meeting can then be opened in the app if you have it on your device, but you don't need it – the meeting can be opened in the browser instead.
- The app will allow you to have a 'gallery view' and will allow your child to see all of their class mates who have their cameras on.
- On the day, once you are into Microsoft Teams you will be waiting in the lobby until a teacher lets you into the meeting.
- You can complete the steps above ahead of the meeting and check your child can access their emails, has received the email and can open Teams. However, you will not be admitted into the meeting until the date and time at the start of this document.

St James's school Microsoft Teams agreement

Before you join the meeting, please ensure you have read and agree to follow these guidelines:

- Be respectful at all times
- During the meeting, please act in the same way you would if you were in a classroom –it is an extension of school.
- If you can be seen, but someone else is talking, please do not distract from what they are saying.
- Make sure that everything you type or say is true, helpful and kind.
- Be patient, you may have to wait until it is your turn

If the above is not adhered to, a teacher will remove a child from the meeting.

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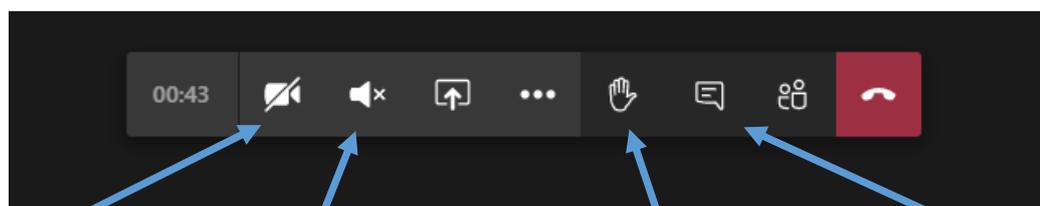


If you are planning on using a camera, please ensure there is nothing in view that may cause offense to others, or that you do not wish to be seen.

We request that pupils are supervised at home during the meeting. They will most probably need assistance if they haven't used Teams before.

During the meeting

When you are welcomed into the meeting, please make sure your microphone is muted, so that your child can hear the teacher. At points in the meeting the children will be asked if they wish to contribute. There are two ways they can do this – by speaking or using the meeting chat. At the bottom of your child's screen there will be a menu that looks like this:



By clicking this icon, you can turn your camera on and off.

By clicking this icon, you can unmute and mute (turn your ability to talk on and off).

At points in the meeting children can indicate they wish to speak by raising their virtual hand.

By clicking this icon, child can raise their virtual hand and show the teacher they wish to say something.

The teacher will announce when they have given permission for a pupil to unmute.

Many children may do this at the same time so pupils will need to be patient and listen to

Click this icon to open the Meeting chat. Pupils can type in messages that the teacher and other pupil can see.