



HURSTMERE SCHOOL

Remote Learning - Guide for Parents



Microsoft Teams will be the main platform that staff and students will communicate with each other online. Staff will use this to set **homework, assignments and provide feedback.**

Here are some important points:



Where is it and how do I access it?

Students access Office 365 using their school network login and password; they should do this by clicking on **Microsoft 365** in the login section of the school website. Students can also access it via www.office.com

When logged in they will have access to all the Office 365 apps, which includes Microsoft Teams, Word, Excel and PowerPoint, among others.



Do I have to use it on my internet browser?

Once logged in students will have the option to also download the Office 365 apps to their computer (PC and Mac). They can even download apps to their phone to enable notifications for when work has been set.



What are the expectations of students using Teams?

We expect students to be accessing Teams daily, ensuring that they have easy access via the apps or an internet browser. Staff will be setting assignments/homework via this platform and students will be using it to submit their work for feedback. Resources will also be uploaded to this area to support students with their learning.

Teams activity will be constantly monitored and recorded; students will note that we set high expectations for conduct on this platform.



What are the benefits of using Teams and Office 365?

Microsoft Teams and Office 365 allow students to have one central location for all their home learning. It allows parents to see exactly what work they have been set and to enable them to view their progress. If large groups of students are required to work at home in the future, Teams will allow for a more interactive learning experience. Finally, as remote working becomes more commonplace across society, it is important that students understand how to use these remote systems and how to conduct themselves appropriately in a virtual environment. Using Teams and Office 365 will allow students to experience how professionals