

Castle Hill

Community Primary School



Head Teacher: Mr A. Renwick

Deputy Head Teacher: Miss L. Ebdon

Assistant Head Teacher: Mr R. Faulkner

Dear Parent's/ Carers,

In the event of a bubble closing due to COVID-19, we are working towards delivering some online remote learning, via Microsoft Teams, so that your children can learn from home. Below is some information that will hopefully help to explain what Microsoft Teams is and how your child can use it at home.

What is Teams?

Teams is an online learning environment designed specifically for each class in our school. You may have noticed how this web-tool is being advertised a lot at the moment, and organisations of all shapes and sizes have benefited from using Teams to maintain healthy communication during these difficult times.

With a range of different dynamic tools within the Teams portal, teachers can deliver 'virtual classes'. This is where you can log in from home and take part in lessons, hosted by the teacher. Please be assured that Teams is a closed learning platform, accessible only to people with the right login details. We have been working very closely with Bolton ICT to ensure that Teams is a safe environment, without compromising any of your personal information, or the children's online safety.

Using Teams to support remote learning

If a class has to close for 2 weeks and your child is at home, you will be provided with a schedule outlining when online learning will be running across the week. Your child needs to be logged in to Teams at these times, ready to go live with their virtual class!

Support is available to provide laptops etc. for families who do not have one at home. If you haven't already, please complete and return our computer questionnaire.

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How to access your class Teams portal

Getting onto Teams is very easy. Here's what you need to do:

1. Open your internet browser (Google Chrome is the recommended browser for Teams)
2. Go to teams.microsoft.com.
3. Type in your username and password – this is easy to work out:
 - **Your child's username will be their Purple Mash username, followed by '@castle-hill.bolton.sch.uk (so for example, 1272013AB@castle-hill.bolton.sch.uk).**
 - **Your child's password will be the same as their Purple Mash password (it will be a four digit number). These details will be sent home with your child.**
4. ...and you're in! Just click on your class name, and you will be directed to the class posts area. Here, your teacher may be able to write messages, and of course, begin those virtual classrooms. When you have logged on at the right time, there will be a 'join' button for you to click – then you're in a virtual class!

The children have practised logging in at school already. We have also provided some child friendly instructions, to help them to log on. We have set half term homework on this platform, for children in Year 1-Year 6, to allow children to become more familiar with the routines of logging on etc. over the holidays. Children in EYFS will continue to use Tapestry alongside Teams.

Downloading the Teams apps

It's a good idea to also download the Teams apps, which means **you can access virtual classrooms on all mobile devices** (ipads, android tablets, phones, etc.) – you can also download the Teams app onto your PC or Macbook

by clicking on the  sign in the bottom left-hand corner of the Teams portal.

Ready... set... go!

So now all you need to do is wait for a virtual classroom to begin. Here are some tips and tricks to ensure that your Teams journey is as smooth and enjoyable as possible...

- Ensure that your wifi is as strong as possible – virtual classes will take a lot of bandwidth, so it may be a good idea to make sure nobody else is online on another device in the house.

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- At the time of your virtual lesson, be ready with your notepad and pen or pencil – your teacher may ask you to complete some learning while you are in the virtual class!
- Take a look at the tool bar while you are in the virtual class. This includes a 'mute' button – make sure you mute yourself unless you want to say something.
- There is also a 'hands up' button, if you did want to let your teacher know you have something to say.
- Be patient – things may not be very smooth at first, but after a few attempts at a virtual classroom, you'll feel much better.

Forgotten login details...

If you can't remember your log in details, please email your child's class teacher, who will be able to share your username and password with you. Below are the class emails were you can communicate with the class teacher:

nurseryclass@castle-hill.bolton.sch.uk

reception@castle-hill.bolton.sch.uk

year1@castle-hill.bolton.sch.uk

year2@castle-hill.bolton.sch.uk

year3@castle-hill.bolton.sch.uk

year4@castle-hill.bolton.sch.uk

year5@castle-hill.bolton.sch.uk

year6@castle-hill.bolton.sch.uk

If you are experiencing any further trouble with accessing your Teams portal, please contact school.

Yours Sincerely,

Lucy Ebdon

Deputy Headteacher