



Lincewood Primary School  
Berry Lane, Langdon Hills,  
Basildon, Essex. SS16 6AZ

Tel: 01268 412888 Fax: 01268 491139

Email: [admin@lincewood.essex.sch.uk](mailto:admin@lincewood.essex.sch.uk)

4<sup>th</sup> January 2021

Dear Parent/Carer,

From Tuesday 5th January, all children will be accessing their school work and online lessons via Microsoft Teams (at school for vulnerable children and children of key workers and at home for all other children.)

As you know, an account was set up for your child to access our online learning platform, Microsoft Teams, during the Autumn Term. These details can be found in their yellow home-school link book for KS2, in their reading record book for KS1 or in their red busy book for children in Reception. If you are unable to access your child's login details, please contact the school office. Please find instructions for logging on and accessing Microsoft Teams below:

#### **Instructions for Accessing Microsoft Teams**

To access Microsoft Teams on your computer, please visit [www.microsoftteams.com](http://www.microsoftteams.com) where you will be asked to 'sign in' and may be prompted to download the Windows app. If you are using a computer browser such as Google Chrome or Firefox, you can click on 'Use the web app instead.'

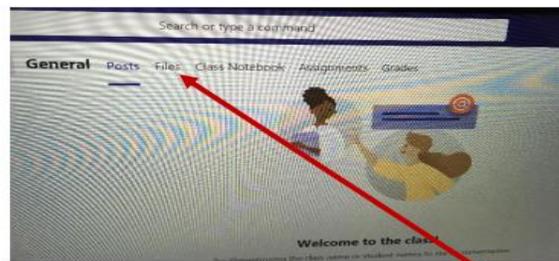


To access Microsoft Teams via your tablet or phone, you will need to download the free Microsoft Teams app:



You will then be asked to input the log in details, which will be in your child's yellow home school link book (KS2), reading record (KS1) or Busy Book (Reception)

Once you have logged on, you should see a screen that looks like this (it will look slightly different on tablets and phones):



To access your child's learning, you will need to click on the 'Files' tab at the top of the screen. Then, click on the folder which says 'Class Materials'. In there, you should find your child's home learning tasks set by their class teacher. To access tasks which have been uploaded for the children to complete online, click on the tab which says 'Assignments.'

The following daily timetable will be followed in Key Stage One and Key Stage Two:

9am – 9:20am	9:30am – 10am	10am- 10:15am	10:15am – 11am	11:00am - 11:30am	11:30am- 12:15pm	12:15pm – 1:15pm	1:15pm- 1:45pm	1:45pm – 2:30pm
Registration via Teams Meeting	English Live Lesson (Phonics for KS1)	Break Time	Time to work on independent English Task (with parent support)	Maths Live Lesson	Time to work on independent Maths Task (with parent support)	Lunch Time	Topic Live Lesson/ Story Time (KS1)	Time to work on independent Topic or Reading Task (with parent support)

The following daily timetable will be followed for EYFS:

9am – 9:20am	9:30am – 9:50am	9:50am- 10:05am	10:05am – 11am	11:00am - 11:20am	11:20am- 12:15pm	12:15pm – 1:15pm	1:15pm- 1:45pm	1:45pm – 2:30pm
Registration via Teams Meeting	English Live Lesson (Phonics)	Break Time	Time to work on independent English Task (with parent support)	Maths Live Lesson	Time to work on independent Maths Task (with parent support)	Lunch Time	Topic Live Lesson/ Story Time	Time to work on independent Topic or Reading Task (with parent support)

Whilst independent tasks are going on, class teachers will be available for messages via Microsoft Teams to help and support independent work. The work set by teachers will be a mixture of 'live lessons', worksheet-based resources and online learning resources such as BBC Bitesize and Oak Academy Trust.

Teachers will be looking at work as it is submitted online. English and maths work should be completed and submitted on Teams by 2pm to be guaranteed a teacher response by 4pm. Any work submitted after this time will be looked at the following day. All curriculum tasks submitted by 3.30pm on the day they are set and teachers will comment on these by the end of the school week.

**Please note that teachers will be working on a rota to supervise the children of key workers in school. If your child's class teacher is working in school, no live lessons will take place for that day but work will be provided for that class to complete independently.**

We expect the children to conduct themselves appropriately in our online classrooms, as we would do if they were attending school normally. Please find below the expectations for children when using Microsoft Teams. Class teachers will be reiterating the following expectations on the first day of online learning but we would be very grateful if you could take a few minutes to discuss them with your children beforehand:

Children should:

- Join a meeting at the scheduled start time with your microphone and video off. These should only be switched on if directed by your teacher.
- Leave a meeting if there is no teacher present e.g. in case of a power cut or loss of WiFi by the teacher.
- Use appropriate language at all times.
- Be dressed appropriately for all live lessons and ensure the background is neutral if the video setting has been allowed by your teacher.
- Find a quiet place to take part in the lesson
- Not download, take screen shots or record any part of the lesson or share any of the content outside of the lesson.
- Know that any student who does not behave appropriately will be removed from the lesson, parents will be contacted and a consequence will be set.

As always, we appreciate your continued support as we work together to navigate this challenging time. If you have any questions or concerns, please contact the school office via email.

Yours Sincerely,  
Mrs J. Braithwaite  
Acting Headteacher