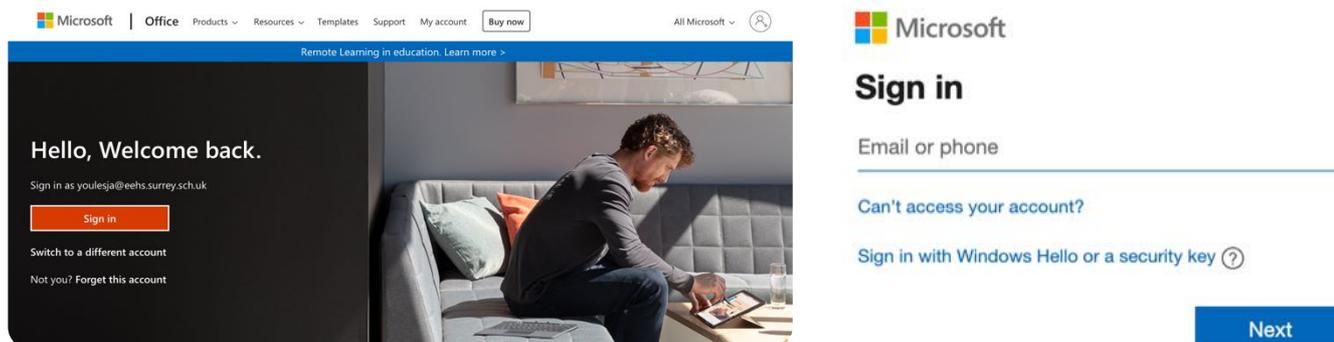


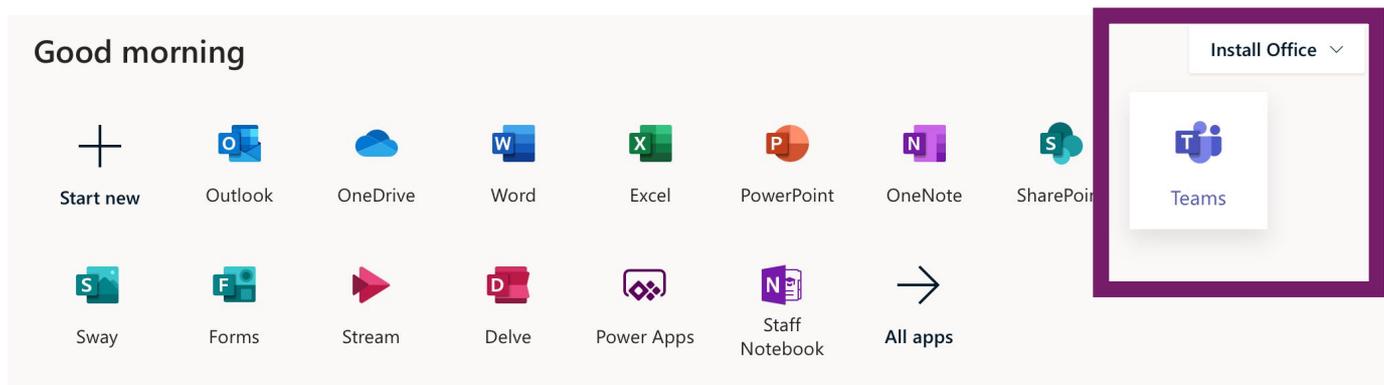


If your child is unable to attend school but is fit and healthy, they are expected to continue with their learning remotely in all subjects. We will endeavour to provide work for absent pupils from lunchtime on the first day of their absence. Pupils should complete any work available on their first day of absence and then follow their normal school timetable on any subsequent days. During each period, pupils should log on to the virtual classroom for each of their subjects to find instructions and learning materials. These virtual classrooms are available in Microsoft Teams which your child can download on their computer, laptop, tablet and/or mobile phone for free.

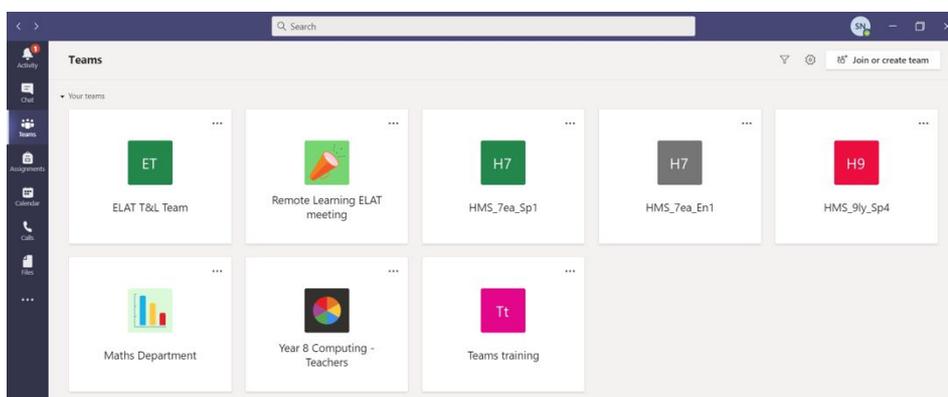
To download Microsoft Teams, go to [Office.com](https://www.office.com) and sign in using your child's normal school log-in details + @elatschools.co.uk, e.g. jbloggs20@elatschools.co.uk. The password is the same password pupils use at school.



Once signed in, pupils have access to all Microsoft 365 apps and can use the online versions, including Microsoft Teams if they are unable to download the apps to their devices. Otherwise, pupils can click the 'Install Office' button or just install Microsoft Teams.

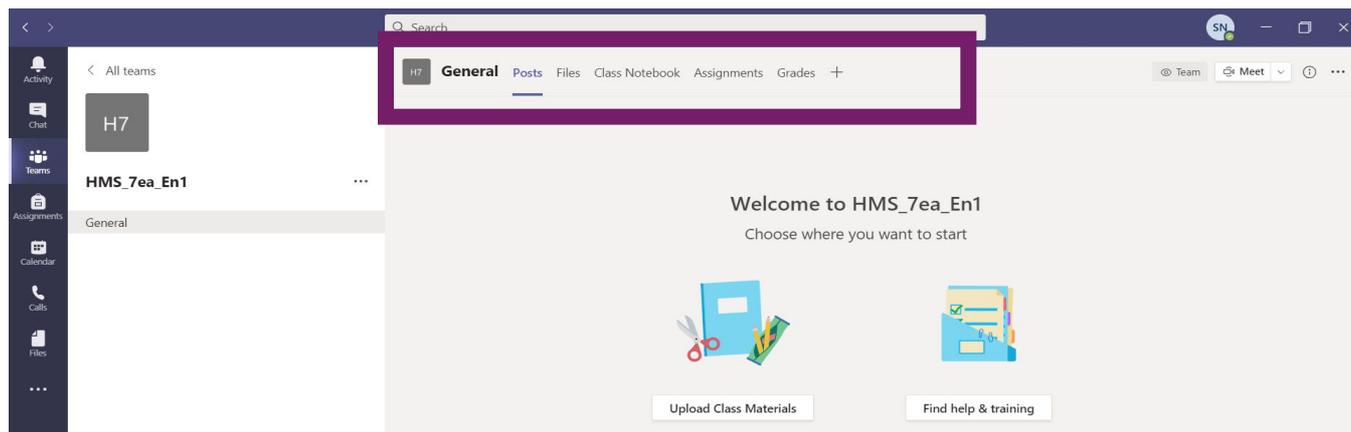


Pupils will need to sign in to Microsoft Teams after downloading it. The log-in credentials are identical to those used to sign in to Office.com. After logging in, a screen like this will appear:



Each button gives pupils access to their virtual classroom for that subject. They will all be called HMS_ and then will show the subject code, e.g. Ma = maths, Sp = Spanish, En = English.

Inside these classrooms, pupils should go to the FILES section to find the work set for them.



The classroom teacher will save the work in the FILES section under 'week beginning + date' folders, just like we used to when using Moodle. Teachers will also leave a message in the POSTS area with any instructions that are needed.

Where work must be submitted online, it will be set as an assignment. Pupils will receive notifications of any assignments that have been set for them. If pupils are isolating for short periods of time, they should bring the work they completed to school when they are back so that teachers can see how well pupils understood and completed the remote learning. Pupils may be asked to catch-up on further work when they are back if they failed to complete the remote learning or if there are core, essential knowledge and skills they missed.

If you have any issues accessing, downloading Teams, or with remote learning materials, please contact Miss Smith on nsmith@hallmeadschool.com.