

## Accessing Microsoft Teams



To join Microsoft Teams, your child will need access to a phone, tablet, computer or other device with internet access. If you are accessing it on your phone or tablet, you may find it easier download the free app first.

As a variety of Microsoft programs (Word, PowerPoint) may be used, it might be useful if you have downloaded these programs too – this is free.

Access to Teams can be found using the following links:

**Windows Version** – <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

**iPad or iPhone Version** – <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

**Android Version** – [https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB)

**Web Version** – <https://teams.microsoft.com/>

Your child's login details are their **email address** in the format below, with the password **claremont:**

- Year R – [21firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:21firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [21chloeb@claremont.kent.sch.uk](mailto:21chloeb@claremont.kent.sch.uk)
- Year 1 – [20firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:20firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [20chloeb@claremont.kent.sch.uk](mailto:20chloeb@claremont.kent.sch.uk)
- Year 2 – [19firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:19firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [19chloeb@claremont.kent.sch.uk](mailto:19chloeb@claremont.kent.sch.uk)
- Year 3 – [18firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:18firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [18chloeb@claremont.kent.sch.uk](mailto:18chloeb@claremont.kent.sch.uk)
- Year 4 – [17firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:17firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [17chloeb@claremont.kent.sch.uk](mailto:17chloeb@claremont.kent.sch.uk)
- Year 5 – [16firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:16firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [16chloeb@claremont.kent.sch.uk](mailto:16chloeb@claremont.kent.sch.uk)
- Year 6 – [15firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:15firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [15chloeb@claremont.kent.sch.uk](mailto:15chloeb@claremont.kent.sch.uk)

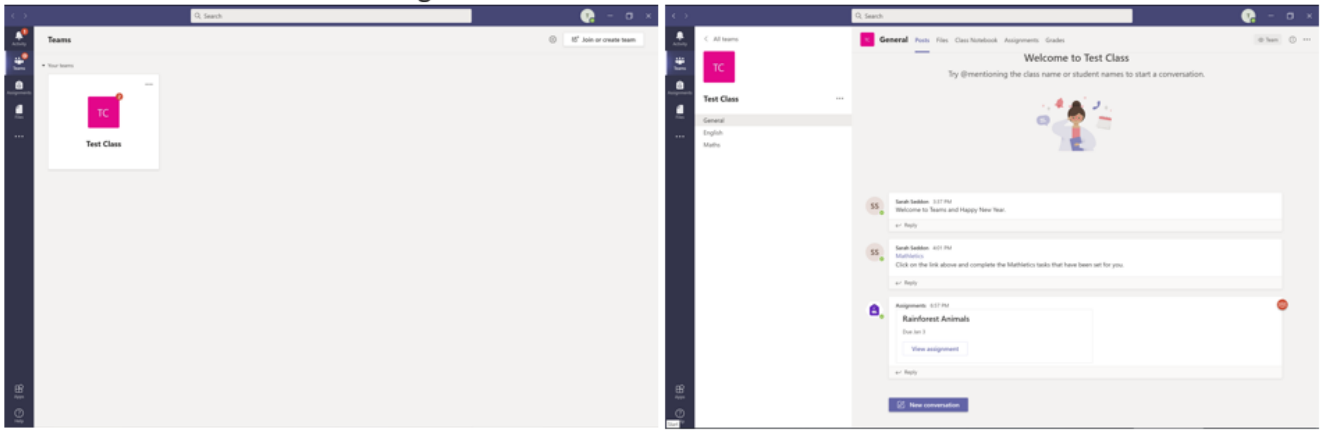
Messages may be posted on the General channel by adults within the class.

Children (and parents of younger children) are able to reply or write comments on here too. If you want to direct your comment to a teacher, use the @ symbol before writing their name. This is a public arena so please only write comments on here that are linked to the learning (homework or remote learning if it is needed) and not anything specific about your child.

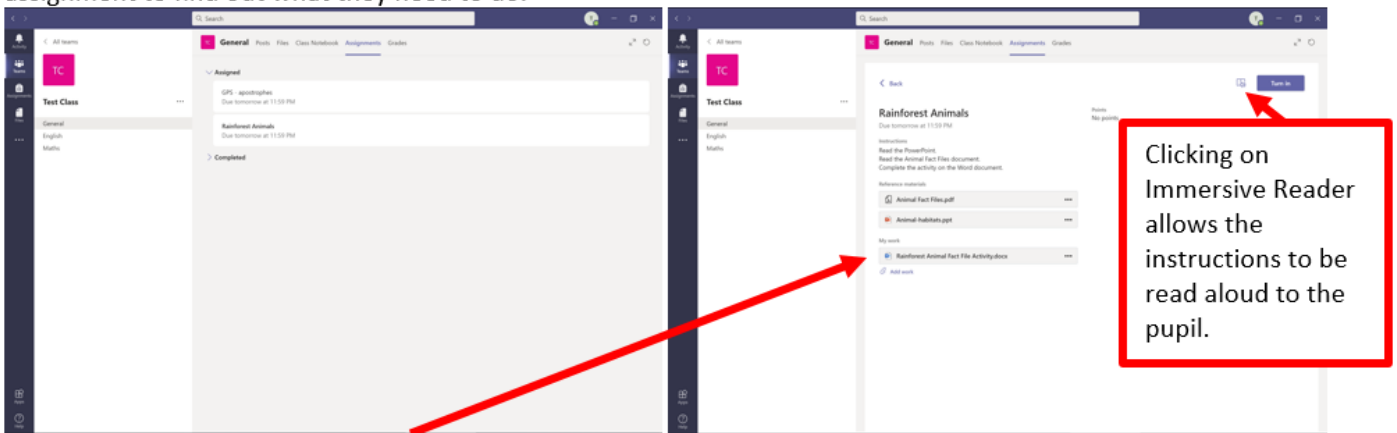
Please do not use any emojis except the thumbs up one to indicate agreement/understanding.

Homework will be set on Teams and this will show up as an Assignment. Please see the information below on how to return homework.

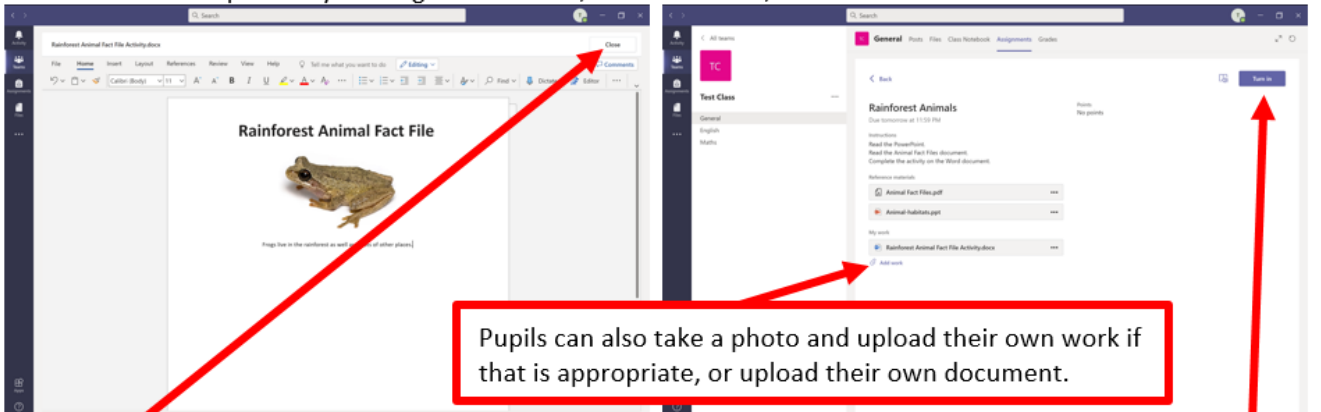
Once logged in, their class Team will show, then when they click on their Team, under 'General' they will see any messages that have been sent. Children are able to reply to the messages with appropriate comments linked to their learning.



As well as in the messages, under 'Assignments', any remote learning tasks can be seen. Pupils can click on each assignment to find out what they need to do.

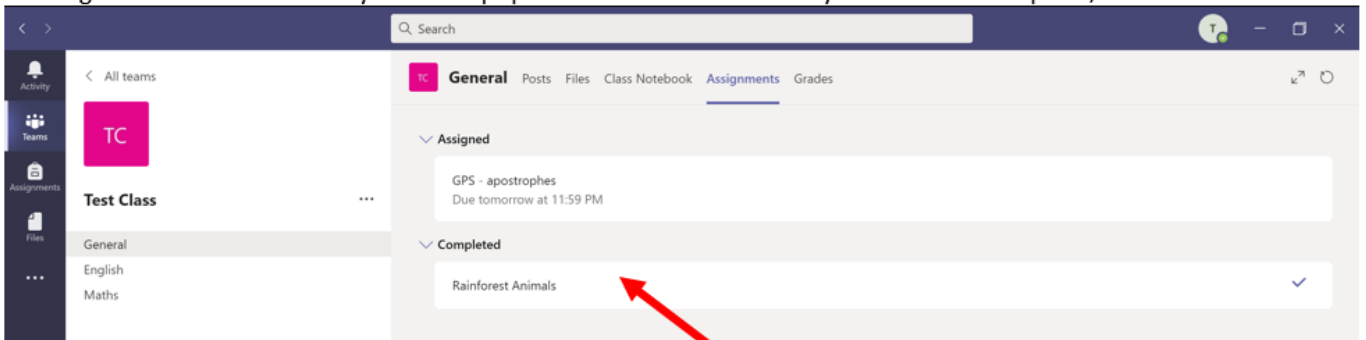


Resources can be opened by clicking on them and, where allowed, edited.



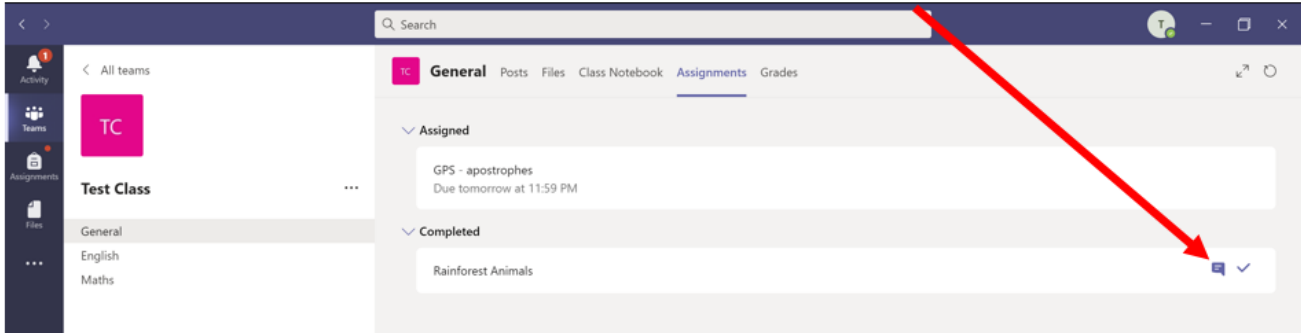
Clicking Close will automatically save the pupil's work.

When ready and work is complete, click on 'Turn in'.

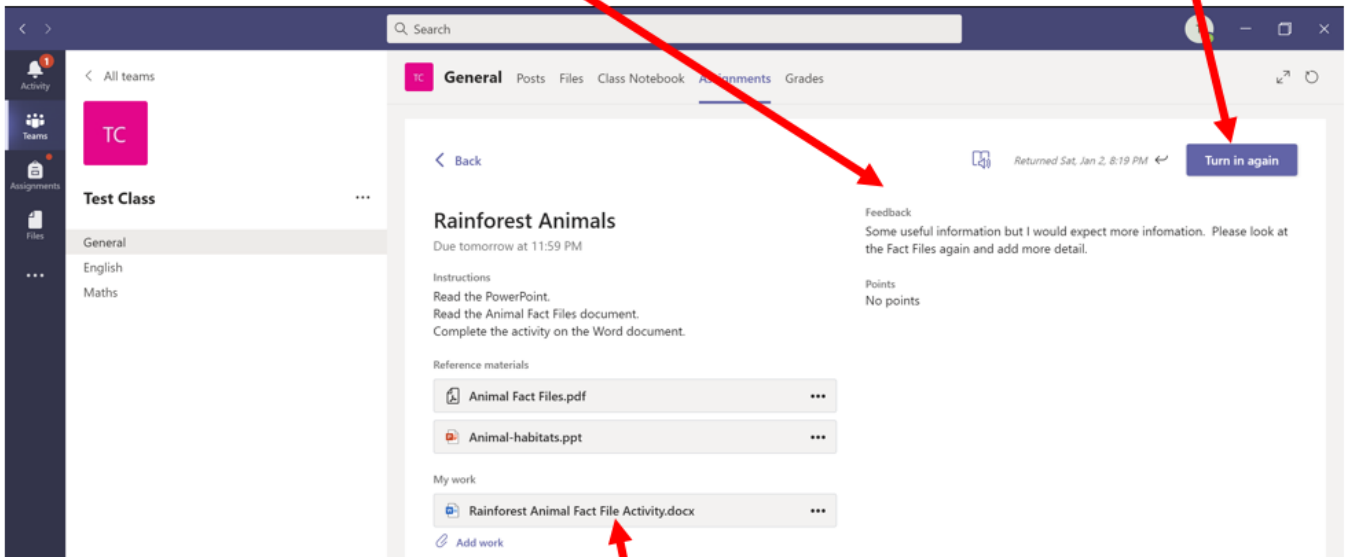


Assignments that have been 'turned in' will show in the 'Completed' section.]

Once handed in, work that has been given feedback will show with a little conversation icon.



Click on the assignment to view the feedback and you will be given the opportunity to hand the work back in.



If you have edited a document, there may be some marking on the actual document too, using pink and green highlighters. Click on the document to view the marking.