
Bishop Rawle C. E. Primary School



Royal Walk, Cheadle, Staffordshire. ST10 1QA. Telephone: 01538 702355 opt 5. E-mail: office@bishoprawle.staffs.sch.uk

Tuesday 5th January 2021

Dear Parents,

To ensure you have the necessary support to enable you to easily access all home learning, we have put together a 'How to' guide for those who may not be familiar with Microsoft Teams.

We hope this is of use to you. However, if you do have any problems, please get in contact with your child's class teacher via the class email address.

For all other communication, please use the class email address or the messaging system within Microsoft Teams. Teachers will respond between 09:00 and 16:30 excluding the normal lunch hour of 12:00 until 13:00.

Thank you for your continued support.

Kind regards,

The Bishop Rawle Team

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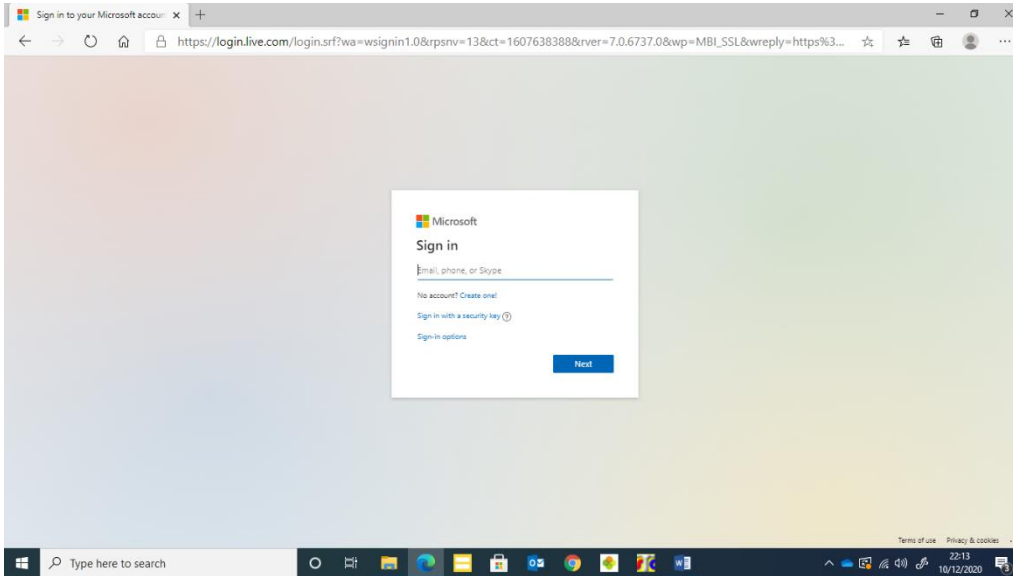


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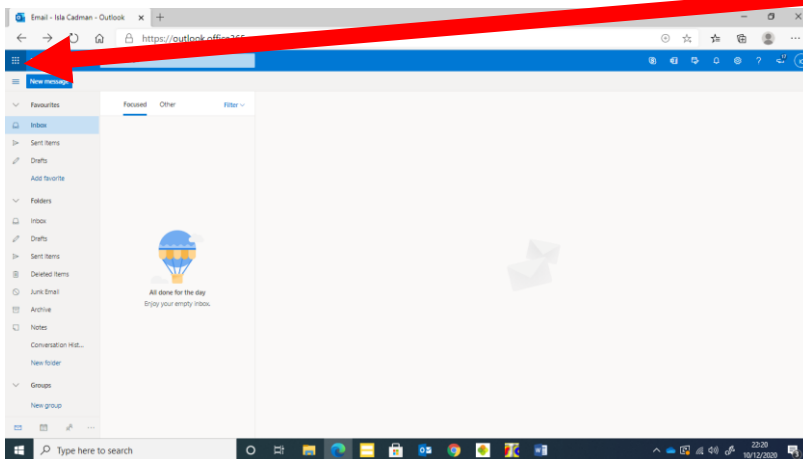


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Type in '**Microsoft 365**' in your search bar/search engine and enter your **child's email address and password**.



To access your child's home learning, click on the **icon (with 9 small dots)**.



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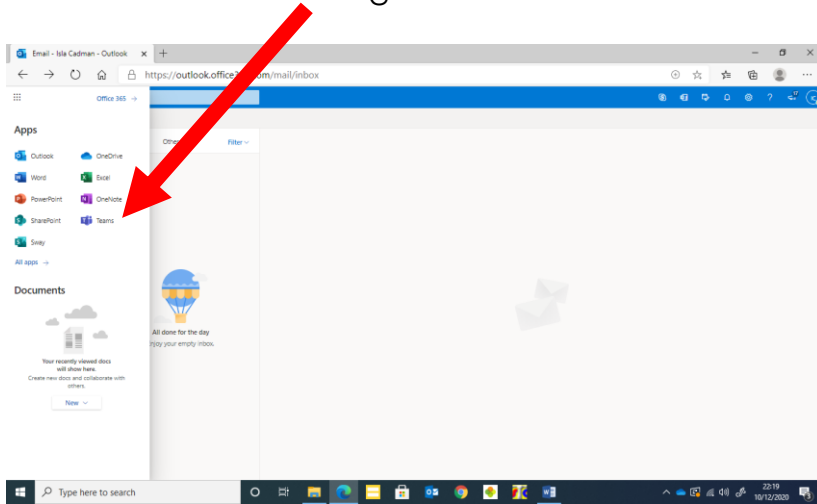


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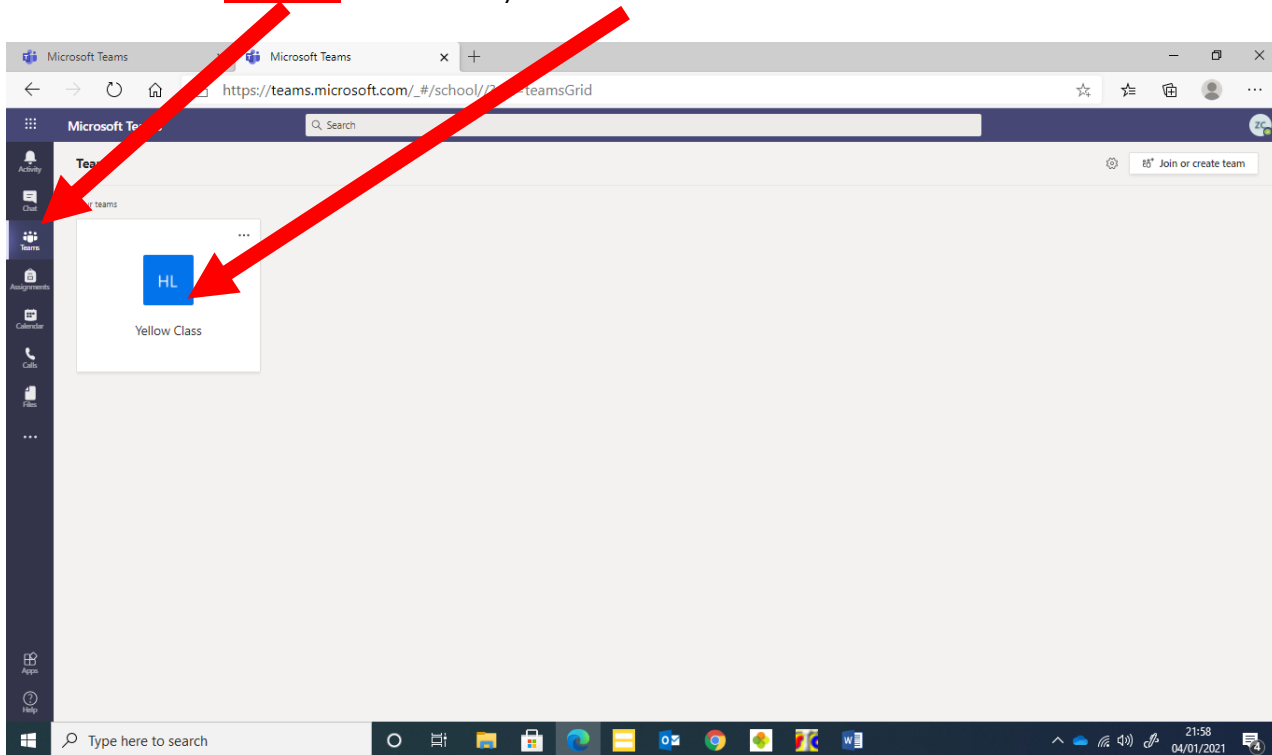


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Then, click on **'Teams.'** You can choose to download the App to your computer or you can use Microsoft Teams through the web browser.



Next, click on **'Teams'** and then your **child's class folder.**



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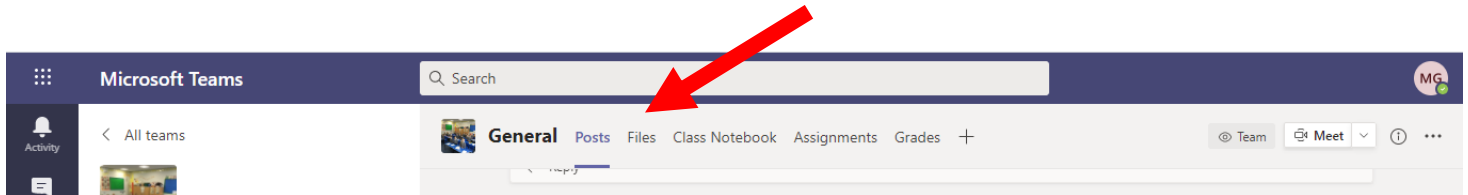


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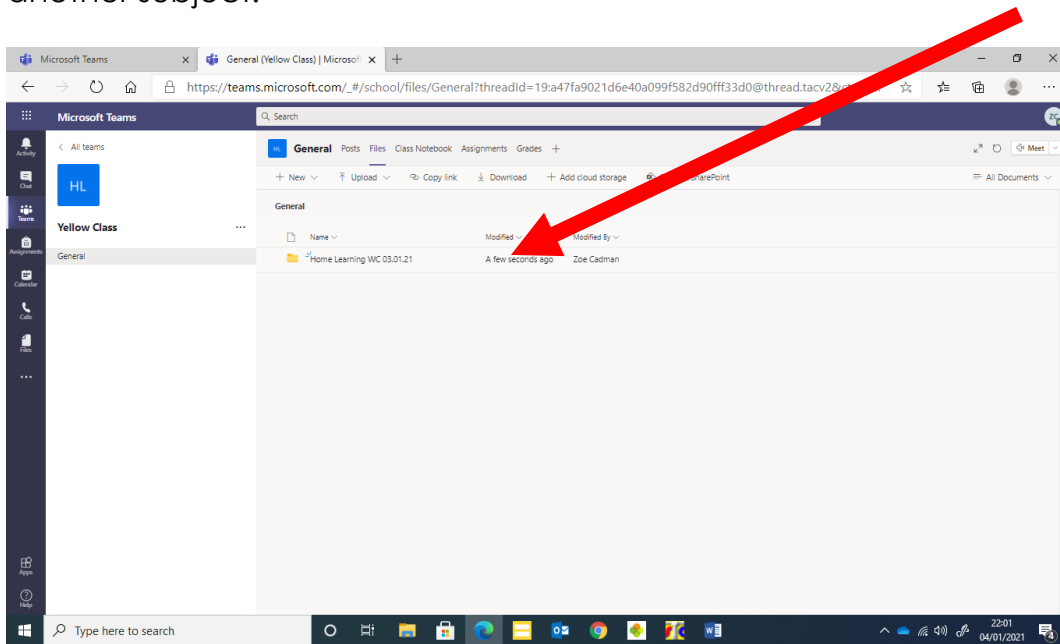


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Here, in weekly folders, you will find home learning for your child. Click on **'Files'**



Each day a folder will be set up with that day's home learning for English, Maths and another subject.



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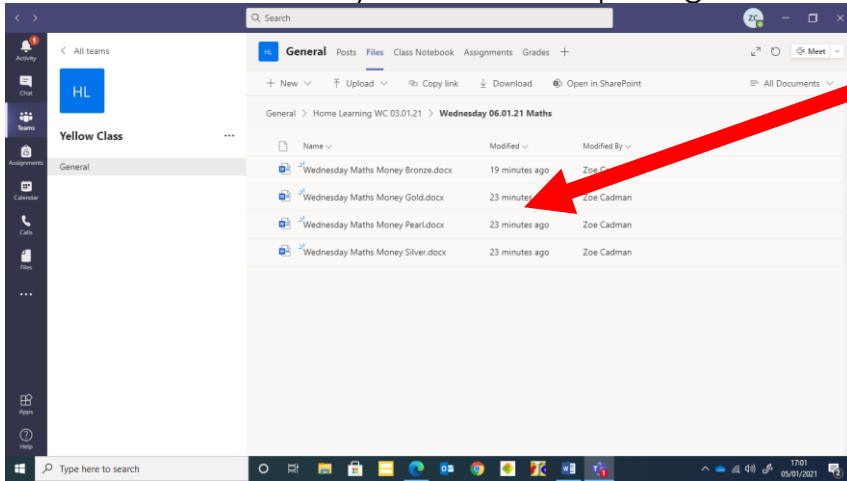


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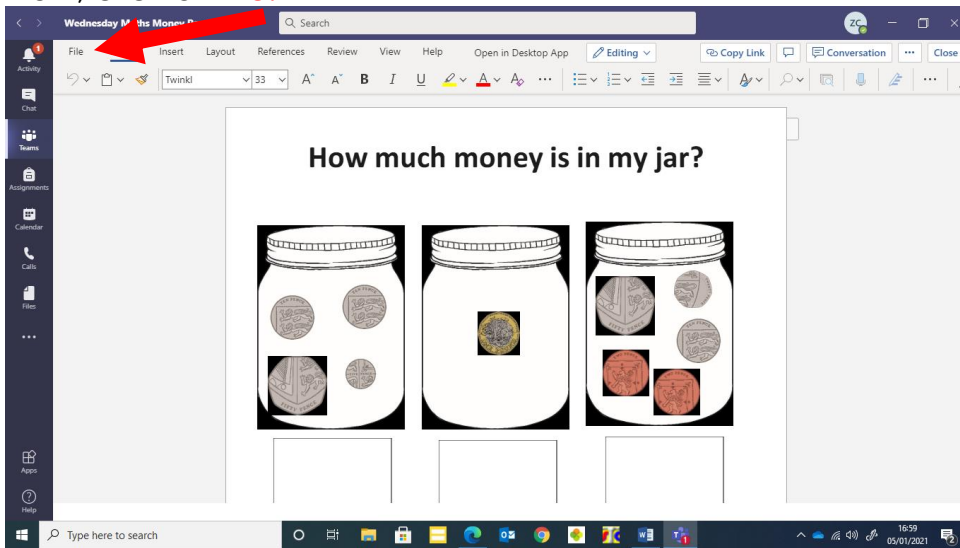


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Click on the work that you will be completing so that the document opens.



Next, click on **file**.



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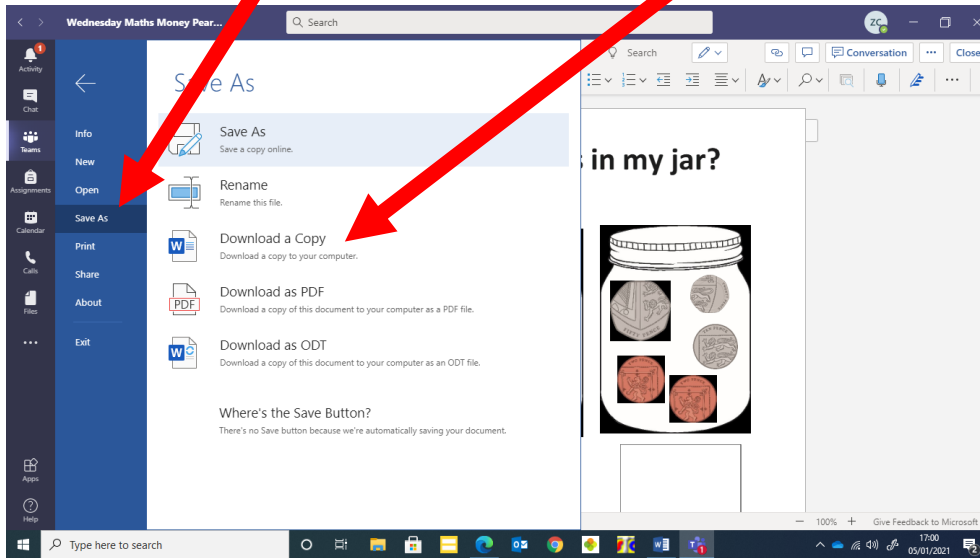


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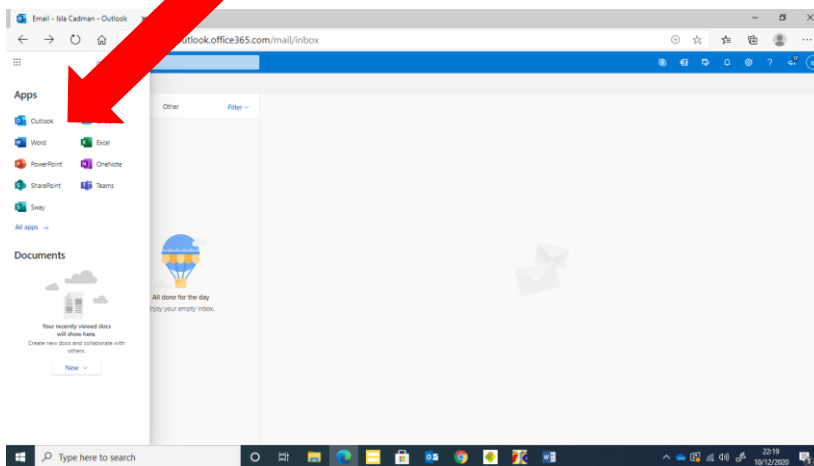


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Then click, **'save as'** and **'download a copy'** so that you can save and edit the work correctly.



Once work is completed, please send it back to us for feedback. This can be done by logging in to **Outlook** application back on the Office 365 homepage.



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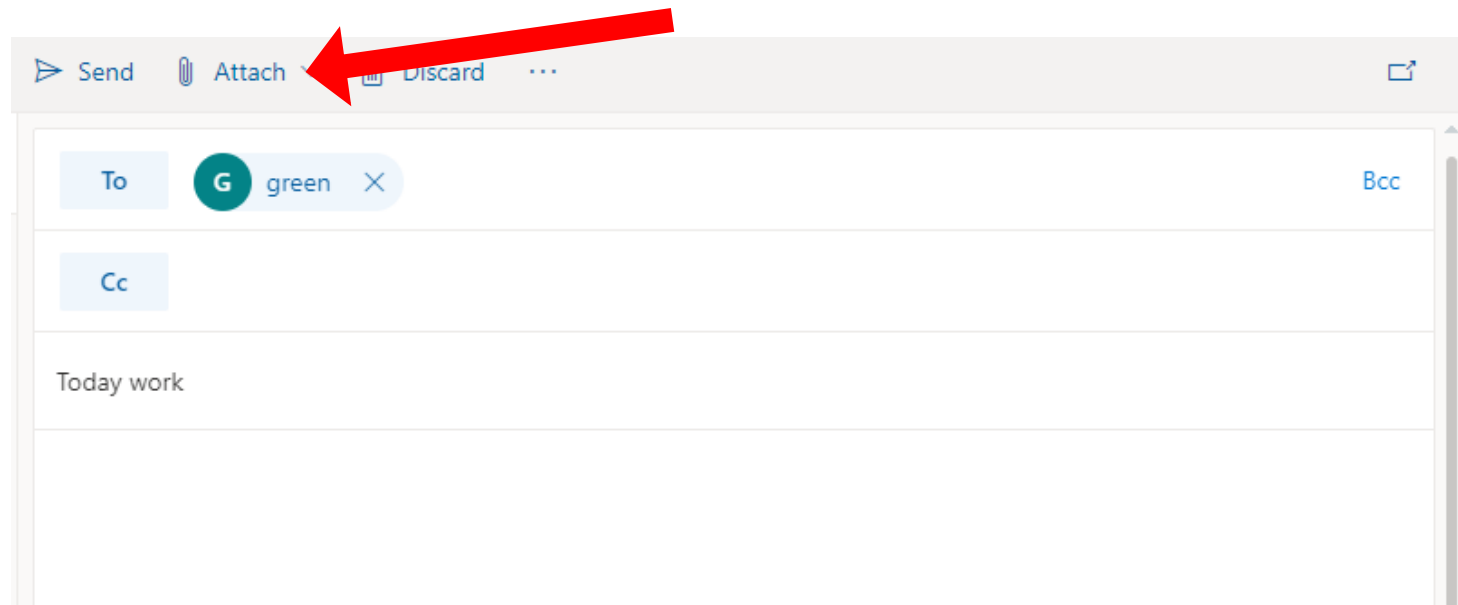


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From here, you can select to create a new email and attach your work from where you have saved it on your computer by clicking **attach**.



Once complete, don't forget to press send.

If you would prefer to take a photograph of your work for it to be marked, please do so. We would also like to see photographs of your lovely children working at home. To send work to you class teacher, please use the class page email.

Mrs Hill's Red Class – red@tmpf.staffs.sch.uk

Mrs Cadman's Yellow Class – yellow@tmpf.staffs.sch.uk

Mr Groom's Green Class - green@tmpf.staffs.sch.uk

Miss Kirk's Indigo Class - indigo@tmpf.staffs.sch.uk

Mrs Bould's Violet Class - violet@tmpf.staffs.sch.uk

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