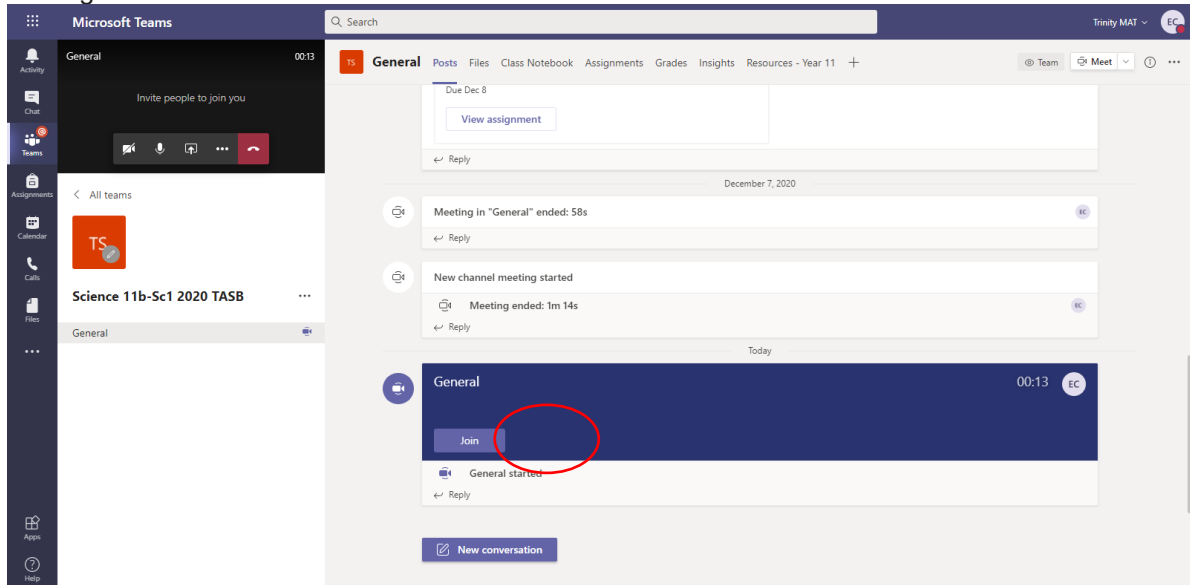


To access Teams your child will need to:

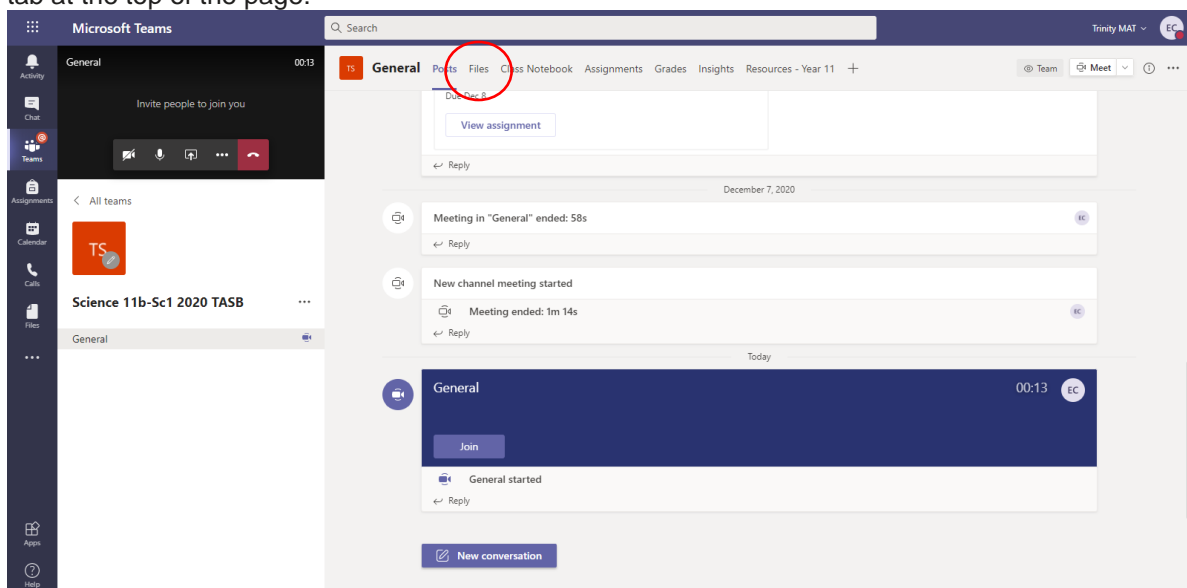
1. Visit www.office.com or download the free 'Microsoft Teams' app if using a mobile device or tablet.
2. Sign in using their school email. This will be their usual computer login with the address '@grammar.trinitymat.org'. The password is their usual log in.
3. Select 'Teams' from the menu running down the left hand side of the page.
4. Select the 'Teams' tab once the window loads.

Your child will have a class team for each subject they study. Students need to follow their usual timetable, at the usual time, and access their lesson team at the start of their timetabled lesson. A meeting link will be available and students need to select 'Join' as shown below:



Students will then have a live lesson delivered from their subject specialist classroom teacher. Staff will ask your child to engage via the chat function so they remain part of the lesson even when learning from home.

For some lessons a live lesson is not appropriate, for example PE, music or food technology. For these lessons a home learning lesson will be uploaded to the team and can be accessed through the 'Files' tab at the top of the page:



Once in the 'Files' tab the work is saved within the 'Classroom Materials' folder. There will be a folder for each week of the term.

As all lessons will be delivered through Microsoft Class Teams there will be no need for any additional codes or logins. Students must remember to meet all expectations in the 'Remote Learning Responsible User Agreement'.