

## HOW TO ACCESS LIVE LESSONS AND MEETINGS



- Each day, the morning meeting link will appear at the top of the list of daily tasks.  
It will also be posted on the morning blog on Purple Mash.  
If your child has a live lesson, the link for that lesson will appear in the relevant place on their daily job list.  
It will also be posted on the morning blog on Purple Mash.
- A few minutes before the start time of the live session, click on the link.
- You will be taken to a page that will give you some options.
  - If *Teams* is already installed on your device, it will prompt you to click 'Open Teams'
  - If *Teams* is not installed on your device, you will have the option of either using the web browser to access the session or downloading the app to your device.  
(Please note, some devices - such as Apple devices – do not allow you to use the browser so you will need to choose to download the app).  
The app is free and downloads in seconds.
- When you are prompted, enter your child's first name only.
- Choose the 'enable camera' and the 'enable microphone' options.
- Click *Join*.

You can access these sessions on laptops, desktop computers (with webcams), tablets, phones and even smart TVs, X-boxes and Playstations.

If you need any further assistance with this, please just give us a call. It would be very much appreciated if parents/carers of pupils (particularly our younger pupils Reception and KS1) could sit with their child for the first few sessions, at least, to provide any support necessary to access the system – bearing in mind this is quite a change for everyone. Children in KS2 should, on the whole, be fine and able to follow the instructions from the teacher themselves.

Additionally, as we all get used to things, staff may alert you to a particular session that you, as well as your child, may find helpful to watch e.g. staff may be introducing a new phonic sound/calculation method. Again, this may apply more to our younger pupils. **Of course, there is no expectation that you do this (as we know you have your own work to do ☺) and lessons are, after all, for pupils!** We are simply exploring the potential of Teams and we want to operate as productively as possible (with as little stress as possible) for staff, pupils and parents/carers.

If the technology does not work, please do not panic. We expect teething problems – which could stem from home or school. Just phone or email and we will do our best to sort.

Thank you!