

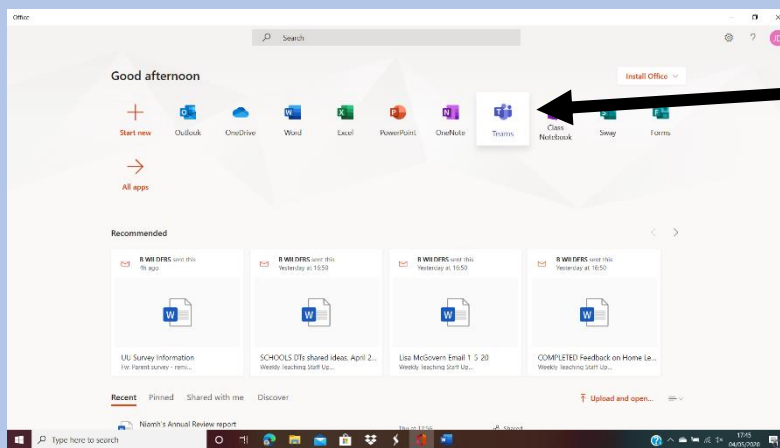
First and foremost you're going to need to activate Microsoft Teams. Within Office 365 portal, head to the admin centre then look for Settings on the left-hand side, then go to Services & add-ins > Microsoft Teams



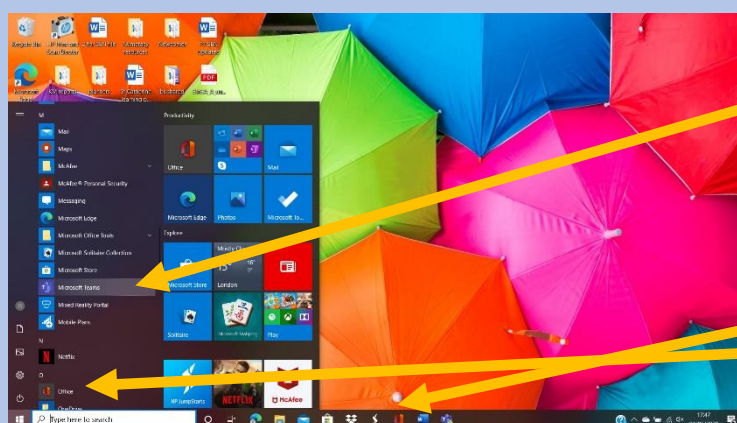
Microsoft Office features Office with Outlook, Publisher, and Access on one PC. It includes Outlook for email and Publisher to create your own marketing materials.

See more at office.com

- **Platform:** Microsoft Windows



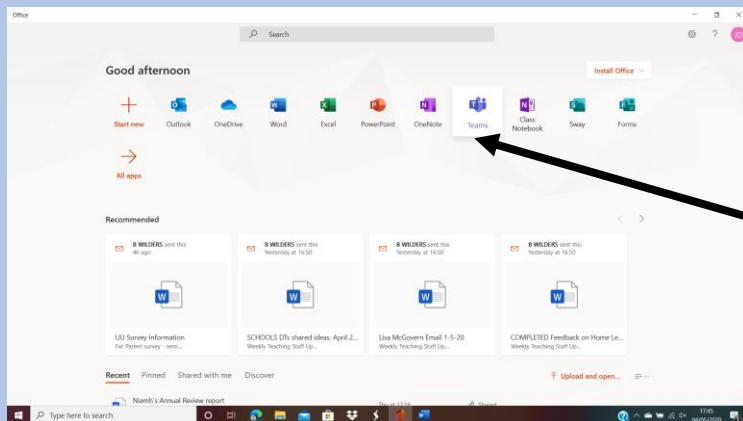
This is the Microsoft Teams icon in Office.



This is the Microsoft Teams icon within the start menu.

This is the Office icon. It may be on your task bar at the bottom of your home screen.

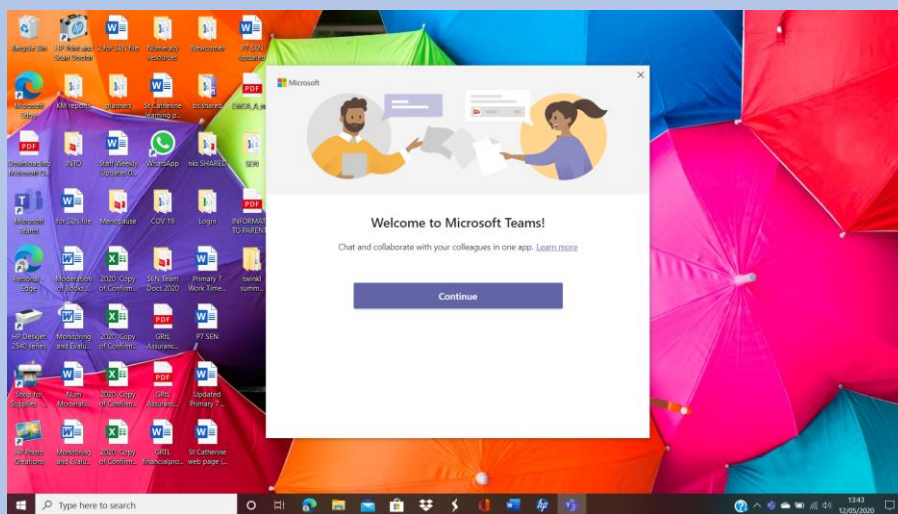
It can also be found in the start menu.



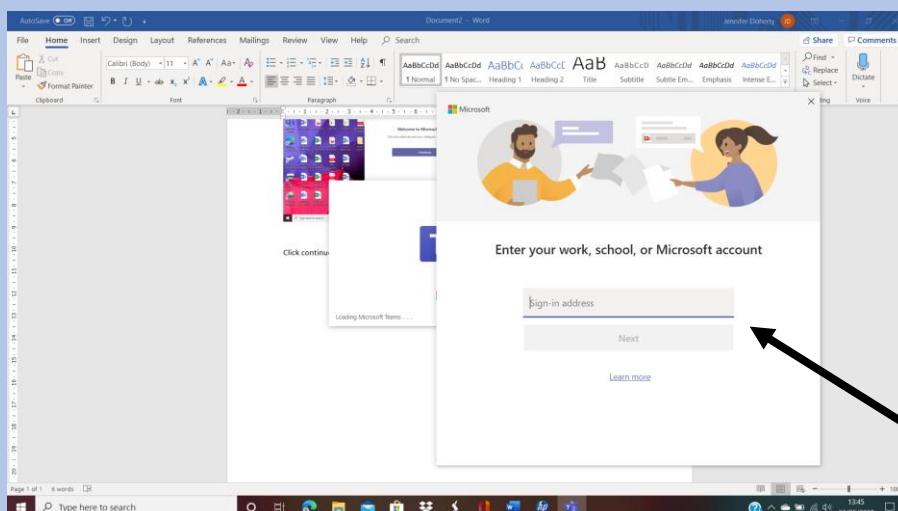
This is the Microsoft Teams icon in Office.

Click on this.

This will appear.

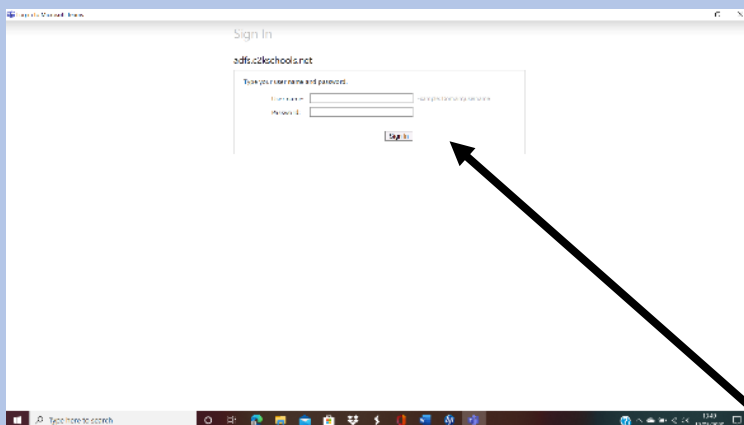
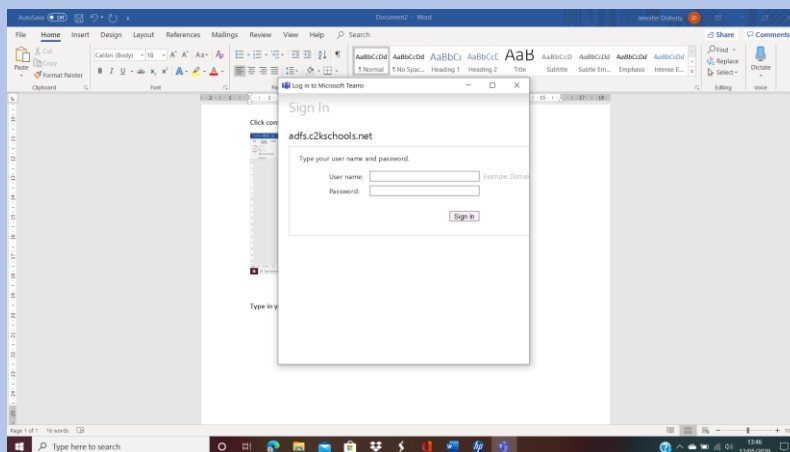


Click continue



Type in your c2k email address. This will be your child's c2k login they use in school. This will be emailed to you. REMEMBER to use @c2ken.net

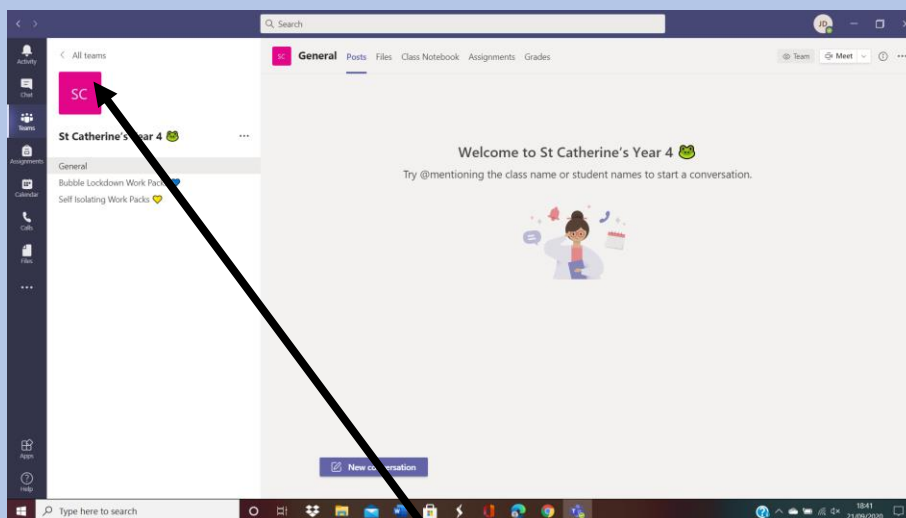
Click next and this will appear



Again type in your child's c2k username @c2ken.net and your password.

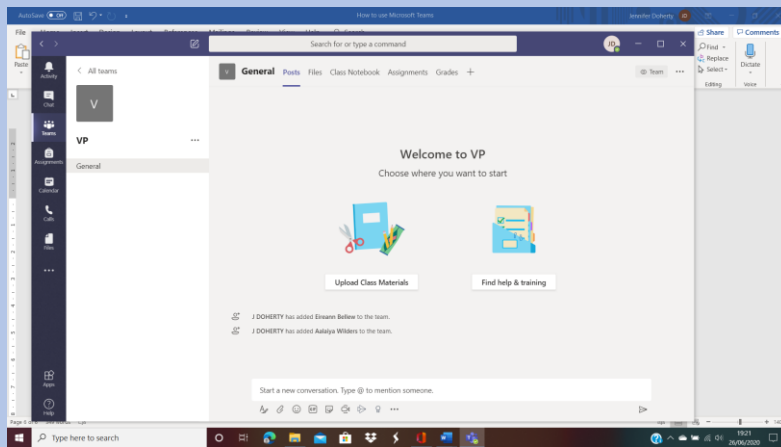
This should then allow you to join Teams.

A new window will open:

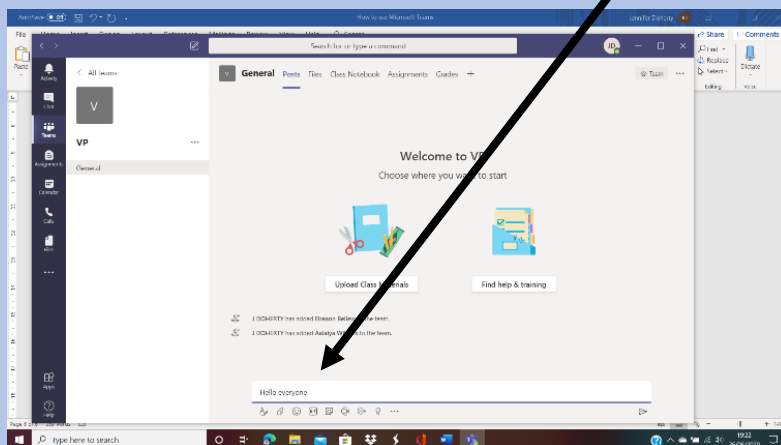


This will take you to your Year Group Team. The Team Administrator (Year group teacher) will already have added your child to the Year Group Team.

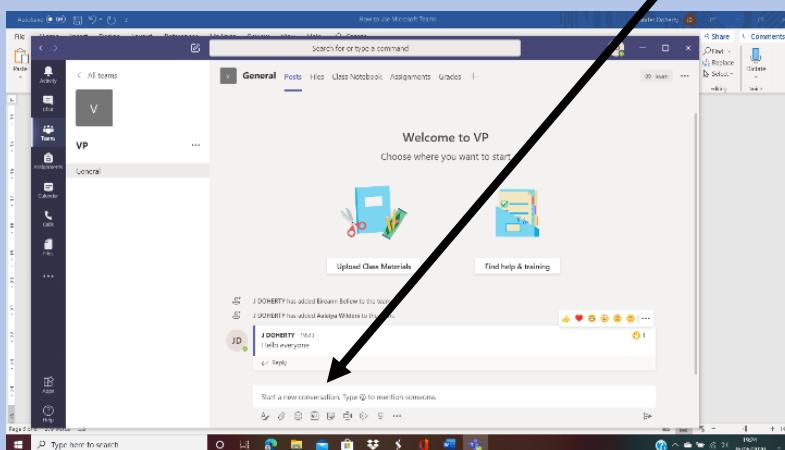
This is your Year Group Teams Post Page.



In this page, the class teachers can post messages to their classes.



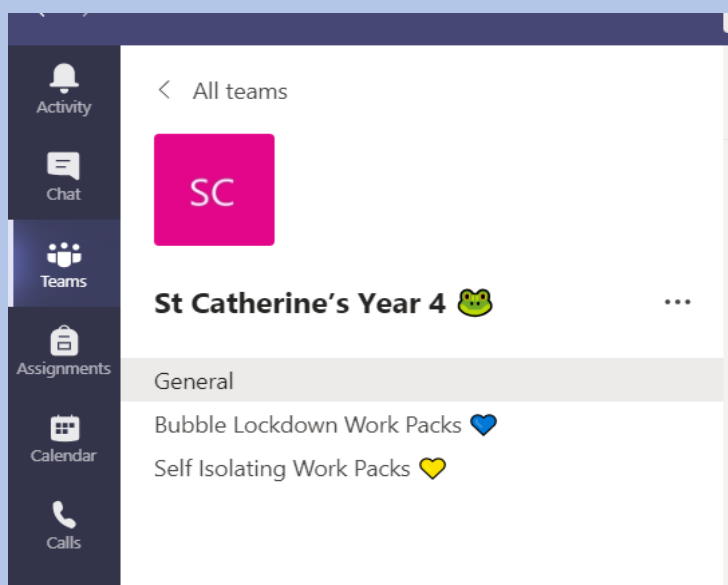
The children can reply to this. You can start a conversation



Within your Year Group Team will be 2 folders.

One Folder, [Self-Isolating Work Pack](#), will be for those children who are self-isolating because a member of the family has tested positive for COVID-19 and they have to isolate for 14 days.

The Second Folder, [Bubble Lockdown Work Pack](#), will be for the Whole Class Bubble, if it has to shut down for 14 days because a child in the Bubble has tested positive for COVID-19.

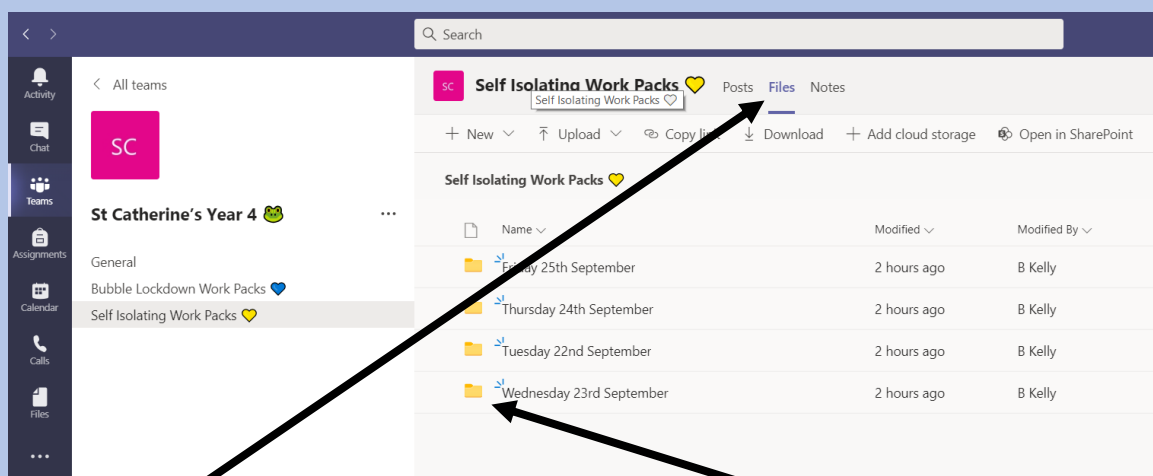


The self-isolating Work Pack will contain worksheets which the children will be doing in school on a weekly basis.

The Bubble Lockdown Work Pack will contain general year group work for a period of 2 weeks.

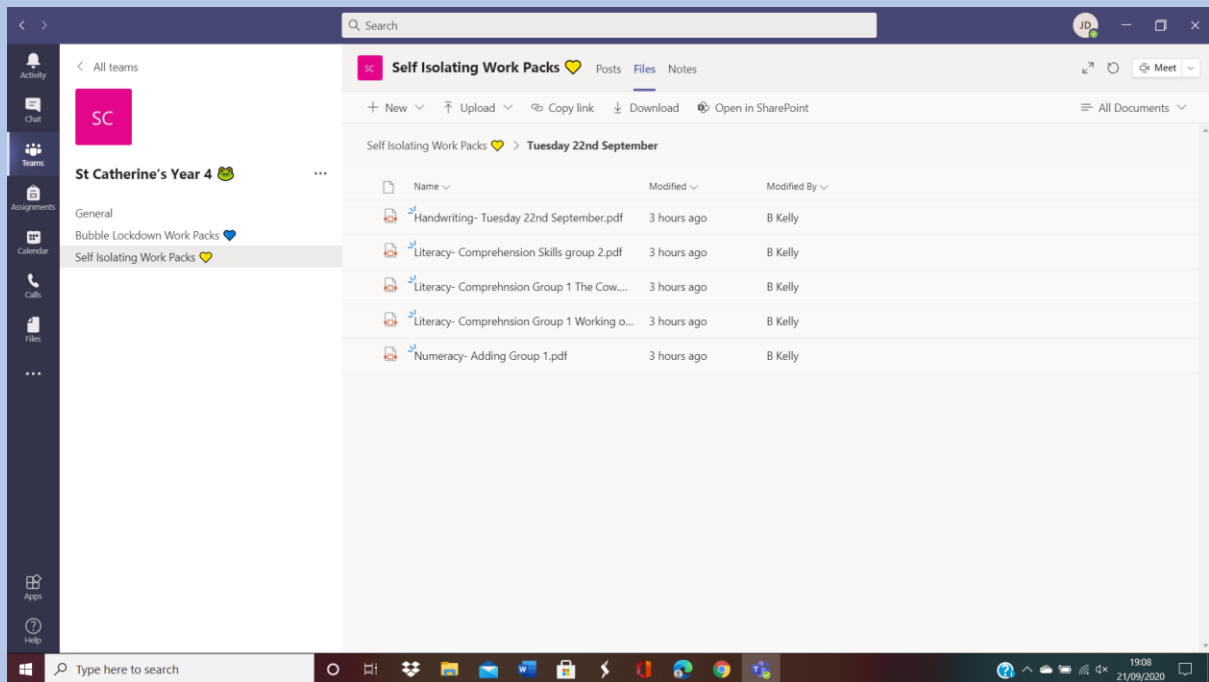
These Work Packs can be printed or used as a textbook and your child can complete onto sheets etc.

Self-Isolating Work Pack:



Click on Files and the folders for daily work will appear.

Double-click on each folder to see the activities for that day:



There will be some Literacy and Numeracy activities for your child to complete.

There will also be a set of differentiated activities for Group 2/ Group B if you find the group 1/ Group A activities too difficult.

Please remember, you do not need to complete every activity. Do what you can!

Good Luck and God Bless!!