

## Primary Phase Remote Learning Programme



Date: 25 January 2021

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# Introduction

As we navigate our way through a new period of school closure, it is essential that the school provides high quality education for students of all ages, whether they are working at home or are working on the school site, as part of our critical worker and vulnerable student provision.

Students, parents and teachers have come a long way since our experiences of the first lockdown in March 2020. As a result of the increase in periods of school closure and the on-going requirement for self-isolation, we have adapted our approach to remote learning, which means that from January 2021, our primary age students and families will be using Microsoft Teams and the Office 365 suite as our means of supporting high quality remote education provision.



This guide will give parents clear information on the form and structure of the provision that the school will provide during this time. This will include technical, academic and pastoral support that will be offered by the school. Please note, due to the ever-changing situation that we find ourselves in, the guidance in this document may change, we will continually update this document with the latest guidance and information where possible.

## Remote Learning

Remote education is a broad term encompassing any learning that happens outside of the classroom, with the teacher not being present in the same location as the pupils.



Using MS Teams will enable us to deliver key aspects of our remote provision more effectively by using digital technologies to connect teachers, students and parents, such as the opportunity for live meetings and live lessons, in addition to our existing online and other traditional curriculum learning resources. Our responsibility is to make sure that children can progress through their learning as effectively as possible, whilst at home.

During this period of lockdown, the school will be providing a more structured and interactive approach to remote teaching and learning, in both primary and secondary phase, than we provided in 2020. We are developing and equipping our staff to provide an outstanding educational experience and will work tirelessly over the coming weeks to ensure that all age phases of our school are supported in accessing and making the most of their remote learning. Our remote learning provision will operate in accordance with our existing school policies and practices.



## Blended Approach to Remote Learning

We recognise that there is no perfect solution to remote teaching and learning and in order to make our remote learning as engaging and manageable for children and families as possible, we will be taking a blended approach to learning at home. This means that teaching and learning will be a combination of:

- Traditional approaches to completing learning activities prepared and set by the teacher, including the completion of independent learning tasks such as reading and practical learning activities.
- Online provision, through recorded video/audio lessons, to guide learners and to continue to provide access to our web-based learning links such as Bug Club, Purple Mash and MyMaths/Ten Town.
- Daily, online, live meetings/check-ins to ensure that your child feels connected to their year group/class community and confident in navigating their learning.
- Daily, online, live lessons to teach new content and enable teacher/pupil interaction to take place.
- Opportunity for children to hand in their learning and receive feedback from the teacher, as required.



## Organisation of Remote Learning

Your child will be working as part of their primary year group community. This means that their remote learning provision will be led and supported by members of their year group staff team. This is because we need to build in staffing contingency in the event of staff illness/absence and we are also required to ensure the quality of learning for the high levels of critical worker and vulnerable children in school.

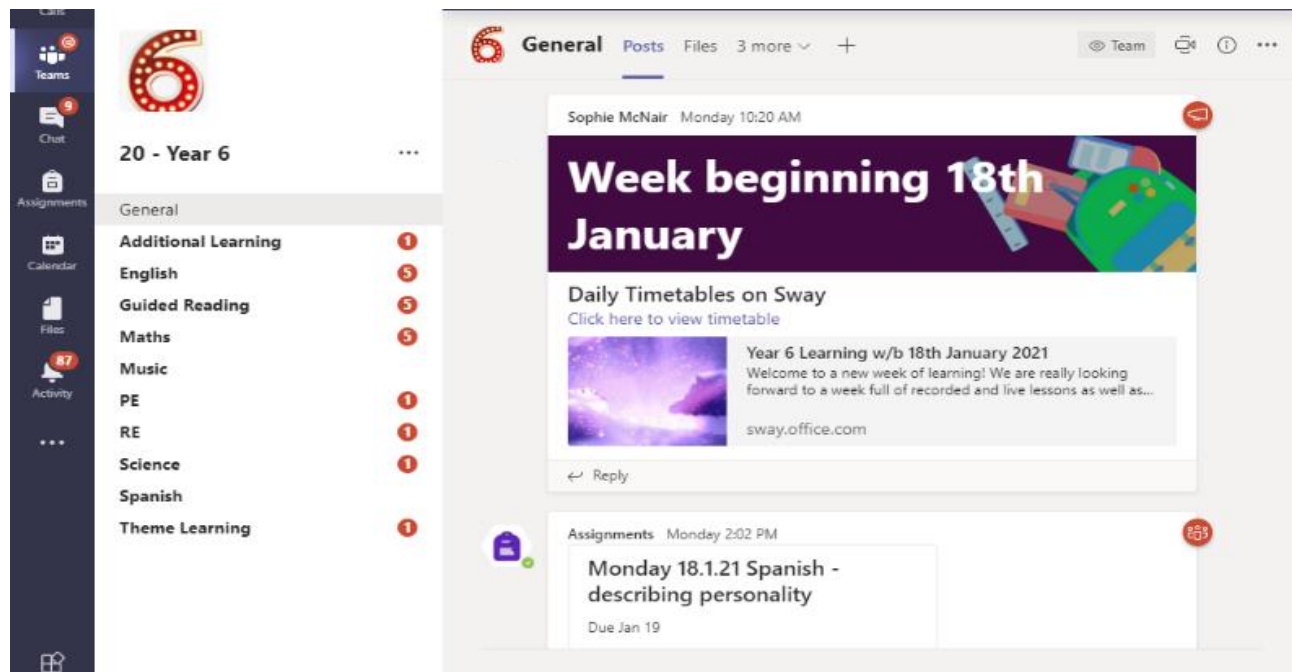
Please remember that teachers will be working from home, in planning and delivering our remote learning provision and, like working parents at home, will be coping with the challenges that this brings to work and family life in lockdown conditions.

Each week, your child will have contact with either their own class teacher or the parallel year group teacher. Primary phase leaders will continue to have overall responsibility for the progress and pastoral care of children in each age phase. We want to continue to engage with our children who are working at home as much as possible and support where needed. If at any point, you are unsure of the work that your child is completing, or have any further questions, the contact details for key staff are listed below:

<b>Primary Office Staff</b> Mrs Wilding (am) Mrs Simpson (pm)	<a href="mailto:primaryoffice@ccs.northants.sch.uk">primaryoffice@ccs.northants.sch.uk</a>
<b>Foundation Stage Progress &amp; Pastoral Leader (Year R)</b>	Mrs Jeffery & Mrs McCormack <a href="mailto:kjeffery@ccs.northants.sch.uk">kjeffery@ccs.northants.sch.uk</a>
<b>KS1 Progress &amp; Pastoral Leader (Y1 &amp; Y2)</b>	Mrs Simmonds <a href="mailto:msimmonds@ccs.northants.sch.uk">msimmonds@ccs.northants.sch.uk</a>
<b>Lower KS2 Progress &amp; Pastoral Leader (Y3 &amp; Y4)</b>	Mrs Lynes <a href="mailto:elynes@ccs.northants.sch.uk">elynes@ccs.northants.sch.uk</a>
<b>Upper KS2 Progress &amp; Pastoral Leader (Y5 &amp; 6)</b>	Mrs McNair <a href="mailto:smcnair@ccs.northants.sch.uk">smcnair@ccs.northants.sch.uk</a>

## Weekly Teaching & Learning Structure

The content and organisation of the daily/weekly timetable will all be contained within the year group Teams site and will be appropriate to the needs of each age phase. Below is an outline of the learning that primary students should expect to see available to them each week.



- Your child will see their timetable appear in their year group Teams site to guide their daily learning each week.
- Learning resources and assignments (work) will be posted in the channels contained within your child's Teams area.
- Your child's live check-in and live lesson joining invitations will also appear here.
- The live check-in start times for each key stage group are shown below. These will all appear as a 'live meeting'. The morning and afternoon session will also include registration. During the check-in meeting, the teacher will go through the timetable and answer any questions the children may have about the work that has been set and to review the learning from the previous day.

<b>09:00am</b>	Start of day morning check-in for KS1 / KS2 (Years 1-6) children
<b>09:30am</b>	Start of day morning check-in for all Foundation Stage children
<b>1:00pm</b>	Afternoon check-in for Foundation Stage children
<b>1:30pm</b>	Afternoon check-in for KS1 / KS2 (Years 1-5) children

## School Commitment to Remote Learning Provision

It is our intention to ensure that our children are not disadvantaged by a lockdown or extended periods of self-isolation and to do our very best to ensure that our remote learning provision aligns as closely as possible with normal in-school provision. School leaders will be working with teachers and support staff to further develop our ability to deliver high quality remote education, which will include the following key elements:

- Learning will be closely matched to our school's curriculum including national curriculum requirements and our approach to teaching and learning.
- A balance of subjects across the curriculum including PSHE, as is our normal practice. However, English and mathematics learning will be a priority for the primary years during an extended period of school closure.
- Access to individual online learning sites such as Bug Club, Education City, TT Rockstars and MyMaths / Ten Town, to support regular retrieval and practise.
- Independent curriculum tasks - these may be video links to national remote education sources such as Oak National Academy or BBC Bitesize, or a separate, practical task to complete at home such as physical activity, cooking or model making.
- 3 hours of learning each day for FS/KS1 and 4 hours for KS2 organised in 3/4 daily lessons.
- At least one, short daily 'live lesson' appropriate to the age phase. These will appear as a **'Live Lesson'** in your child's Teams channel.
- Video recorded lessons on MS PowerPoint or MS SWAY with a voice over explanation from the teacher. These lessons will support the children with understanding the concept being taught and give guidance on the tasks set.
- Feedback on learning assignments submitted. Students in Years 1 – 6 will submit work via the "Assignments" section on Teams. Depending on how the learning is submitted, feedback may be an individual written comment via Teams or whole class verbal feedback in the lesson. Students in Year R will continue to submit home learning using "Evidence Me".
- Weekly assembly for all year groups to access, which will be a recorded video presentation.
- Achievement awards aligned to our SMART Spots system.



There will be no additional homework set in addition to the work that is set on Teams, with the exception of reading, to ensure that the workload and screen time is manageable during any lockdown period.



## Home Commitment to Remote Learning Provision

We appreciate that MS Teams/Office 365 might be a challenge if this is not a system that you have used before and we are grateful for the effort and perseverance from parents, in trying to understand how this works and can be managed at home.

We do not want home learning to be a source of stress or anxiety for any family and so we ask that parents and carers do the best they can according to their individual family circumstances in supporting the following elements of home learning:

- Children will attend their morning/afternoon check-in meetings when the register will be taken. As far as possible, children should also attend their live lessons. If your child is unwell, please notify the Primary Office as usual so teachers are aware that your child is poorly and cannot attend live sessions or complete work.
- If it is not possible for your child to attend the live check-in lesson, they should watch the video recording and complete the learning at a convenient point during the day.
- Children in Year 1 – Year 6 will submit their completed work (assignment) via Teams as required. If this is not possible, the class teacher should be notified.
- Children in the EYFS will continue to use "Evidence Me" for submitting home learning.
- Parents/carers or children will share any worries or concerns with the school directly, rather than on social media so that we can support you as much as possible.

We really appreciate parents' hard work and commitment to support learning at home in these exceptional circumstances; however, please remember that you don't have to become a teacher. Talking and reading don't need devices and both are vital skills. Practice the basics. You are a parent and what your child needs most is what parents give best – love and support in these difficult times.



# Key Strategies to Work Effectively Online

Familiarity with remote learning has increased significantly over the last twelve months and we are able to offer, as full a curriculum as possible, across the age phases. However, we also know that it is more difficult for young children to concentrate online and that some subjects lend themselves better to more traditional or practical approaches.

The remote learning approach needs to have flexibility to support families in their individual circumstances. We understand that parents and carers with young children at home need to be able to provide help and support for their children to access their online learning in addition to managing work and family life in lockdown conditions.



We also recognise that families may be sharing devices or have limited capacity broadband. For this reason, we ensure that all lessons are recorded and posted to individual year group channels in Teams. If your child is unable to attend their live session, if they are unwell or if the live session clashes with siblings who are sharing devices, they can watch the recording later on, when time allows.

The learning programme will be accessible to all students, including those with additional needs. We are setting realistic expectations of what can be taught and learned remotely right from the beginning, accepting that staff and students will not be as productive as they would be under normal circumstances, but being ambitious and committed to minimising the loss of learning.

There will be opportunities for parents to provide us with feedback on our approach via MS Forms questionnaires. Your feedback is welcome as we continue to adapt and improve our remote learning offer.

## Expectations - Online Meetings & Lessons

To ensure that our 'live' online meetings and 'live' lessons run safely and as effectively as possible, there are a number of guidelines for everyone to follow as we appreciate that we are 'guests' in your own home.

Parents should be aware that live sessions are taking place and ensure that their child is appropriately supervised. We recommend that children should access a live session, preferably from a shared/communal space, sitting at a table or desk, if possible. Try to ensure that the learning space is as quiet as possible, so that your child is able to hear the teacher properly. If your child has headphones this can help, particularly for children in KS2.

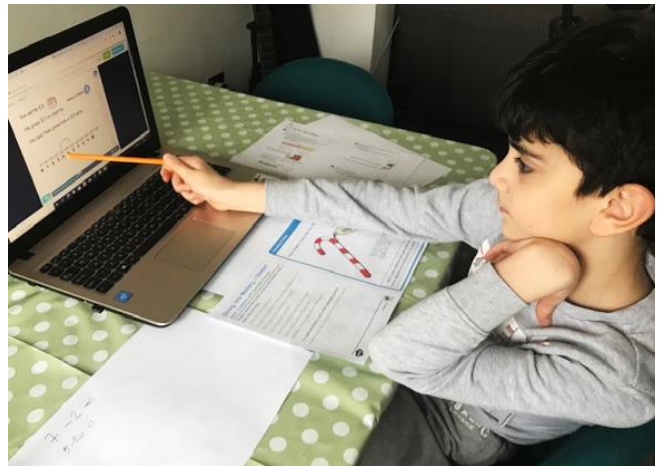
Please ensure that any member of your household who can be seen or heard during a live session, is suitably dressed and using appropriate language. Children should behave online as expected in the classroom and should follow our SMART Charter. Teachers will be encouraging and reminding the children of our expectations.

Please notify your child's teacher or the Primary Office if you or your child hears or sees anything that is inappropriate or upsetting during a live session or in posts. Staff will, of course, be monitoring our Teams channels very closely to ensure high standards of student behaviour and in line with our safeguarding policy and online safety policy.



To make the most of the live sessions, we ask for parents' support with the following guidelines:

- 1) Make sure that your child is on time when joining any scheduled live meeting or lesson to avoid disrupting it for others. Your child should only join a meeting at the time they are given.
- 2) Ensure that your child is prepared for their live session with any books / equipment they might need before the lesson starts – a pencil and a piece of paper or notebook is great for all ages.
- 3) Ensure that your KS2 child is the only person attending their live meeting but is able to ask for help from a supervising parent, if needed. Parents are asked to join a live meeting with their EYFS/KS1 child.
- 4) **Children should make sure that their camera is switched off and their microphone is muted when they join a meeting/live lesson.** They should wait for the teacher to start the session. Children should only turn on their camera and microphone if their teacher asks them to do so. This is for everyone's safety.
- 5) Ensure that your child has a neutral or a blurred background on their device screen, if they are asked to turn on their camera at any time – this is to ensure privacy in your home.
- 6) Your child can click the 'raise your hand' icon if they have a question about the learning. They can then ask their question when they have permission to speak from their teacher and then make sure they mute their microphone again when they have finished speaking. If your child does not have a microphone, they can type their question in the chat area.
- 7) Encourage your child to be attentive during their live meeting or lesson.
- 8) Ensure that your child leaves the meeting as soon as it has ended by pressing the red telephone icon.



### Expectations - Online Use of Channel Posts and Meeting Chat

- 1) Comments posted by your child will be read by everyone who is a member of this team, including all their teachers. All posts must always be respectful and courteous, following our SMART Charter.
- 2) Children should only add posts that help their own or somebody else's learning.
- 3) Children should post comments for working collaboratively to help each other and solve problems together.
- 4) Children should post to ask and answer questions about their learning.
- 5) Only communicate using full words. Do not use text speak and GIFs are not permitted.
- 6) Your child should not post any personal information on MS Teams such as their phone number, email address or their home address.
- 7) Under no circumstances should your child post any photos or videos of anyone. The teacher will tell parents and children when it is appropriate to upload any photos or videos which support learning.
- 8) **Teachers will respond to chat posts from Monday to Friday only between 9:00am and 3:00pm. All teachers will take a lunch break from 12:30 – 1:30pm each day and will not be able to respond during this time or at weekends.**

# Pastoral Care

## Attendance

In line with government guidelines, we will not be using our normal attendance registration systems during the lockdown. We expect students to attend all lessons, where possible, and complete work set; teachers will be monitoring this.

The year group team will monitor student engagement and will contact parents if there are any concerns. All lessons will be monitored and continued absences from live lessons will be followed up.

If your child is unable to take part in educational activities each day due to illness or family circumstances, please contact the Primary Office, so we can inform teachers of the situation.

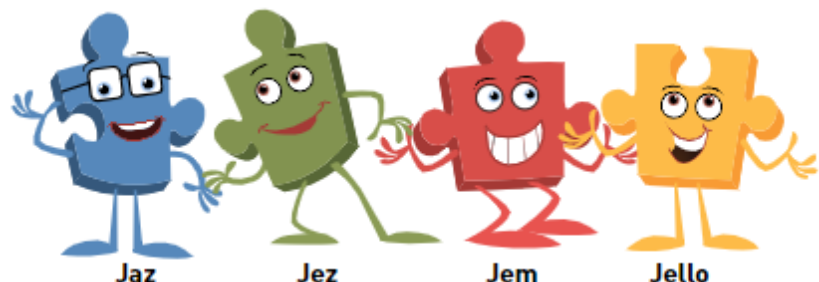
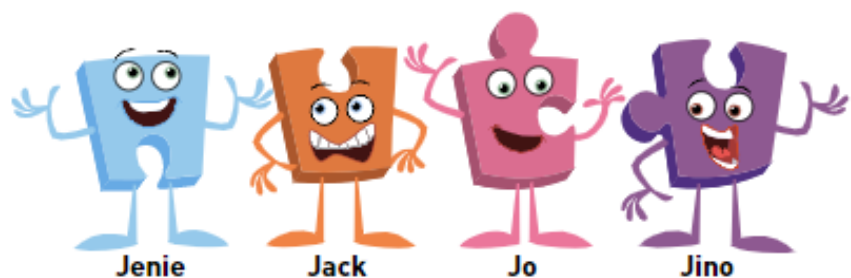
## Wellbeing

Your child's wellbeing is of vital importance and by taking a blended approach to learning, it is our aim to ensure that we strike a manageable balance between screen time and time spent working away from the screen on independent learning activities.

Teachers will aim to ensure that the opportunity for screen free time at home is built into the timetable. It is important that children have time for rest and recreational breaks to ensure their wellbeing.



On Wednesday afternoons, we will be delivering PSHE learning that promotes your child's health and happiness. We are aware of the pressures that remote learning and family life in a pandemic can bring so our Jigsaw PSHE programme will be a feature of our remote learning across all key stages.



## Safeguarding

If you have any concerns about any student in the school, please contact the safeguarding team directly on their dedicated number:

**+44 (01604) 344745 (24 hours)**

## Supporting Learning

### Installing Microsoft Teams

Microsoft Teams provides quick and efficient communication between the school and students. It can be easily installed using the following link from our website:

<https://kb.ccs.northants.sch.uk/apps/>

You can also use the following link to use Teams directly from your internet browser:

<https://teams.microsoft.com>

For more information, other useful links or further help, please see our primary phase help guide which can be found further down in this document, in:

[Appendix A – Primary Phase Help Guide](#)

### Online Safety

Parents should ensure that home systems are able to protect young people from online threats and should install appropriate online filtering and monitoring software. Low-cost solutions are available to parents.

Please refer to the [Northamptonshire County Council Online Safety page](#) or the [Northamptonshire Safeguarding Children Partnership Online Safety page](#) for advice on how to protect young people from the dangers of the internet.

1. **Install appropriate online filtering and monitoring software** on all devices that your child may use.
2. **Only use school approved learning environments** - this will be Microsoft Teams, Office 365 and other educational sites including, but not limited to MyMaths, Education City, Purple Mash, TT Rockstars, Bug Club, Ten Town.
3. The school recommends that you **enable “Restricted mode” in YouTube** which filters mature content. <https://support.google.com/youtube/answer/174084>
4. **Check your privacy settings**, especially on social media.
5. **Do not share your own personal details online** and limit what information you are giving out online.
6. **Ensure your home devices have appropriate anti-virus software installed**. This is now often free.
7. **Supervise young students when they are connected online** and if possible, allow them to work in the same room as you if you are home working.



# Access to Devices & Equipment

## Laptop Devices

To ensure all students have access to devices, the school is able to assign laptop devices to families in the most financial need.

We are aware, however, in families where parents are working from home and there are a number of children in the household, there is often a challenge for all students to access remote learning.

The school can offer a number of options to parents to support home learning:

- Free devices provided by the DfE and LA to support parents with vulnerable children.
- Free use of a device donated to the school from the community.
- A Lenovo E11 Win-book Yoga ThinkPad device with a touchscreen and pen – available with a £50 deposit which is refundable if the device is returned to the school undamaged.



All devices provided by the school have Office 365, Windows 10 and are managed centrally by the school's IT system. Devices will be provided with internet filtering and device locations can be monitored.

The school has sent out a booking form to all parents to allow them to book an appropriate device. The school now has significant stock of devices, but they will be provided on a first come, first served basis.

## Equipment & Stationery

We also have a limited amount of stationery available for families who may need them (pencil, ruler, rubber, exercise book etc.). Please contact the Primary Office with your requirements. Please do contact us if you need any help or support to enable your child to access our remote learning.

# Keeping in Touch with the School

Do let us know if you need any help or support to enable your child to access our remote learning provision – we are here to help. Please email [primaryoffice@ccs.northants.sch.uk](mailto:primaryoffice@ccs.northants.sch.uk) with any queries or concerns. The school now has a new “virtual phone system” that allows you to ring the school to talk to key members of staff.

Currently, this is limited to a small group of staff and includes the administration, progress, safeguarding and lead learner team.

To contact the school via the new phone system, please call the following number during normal school hours:

**01604 344744**

You can choose the following menu options to speak to the relevant area:

1. Safeguarding team
2. Admissions
3. Student Attendance
4. Primary Phase
5. Secondary Phase
6. Lead Learner Team
7. Secondary Progress Team
8. Sixth Form Team
9. Human Resources
0. To speak to someone in main reception

To contact the Primary Office directly, please call **01604 669210**.

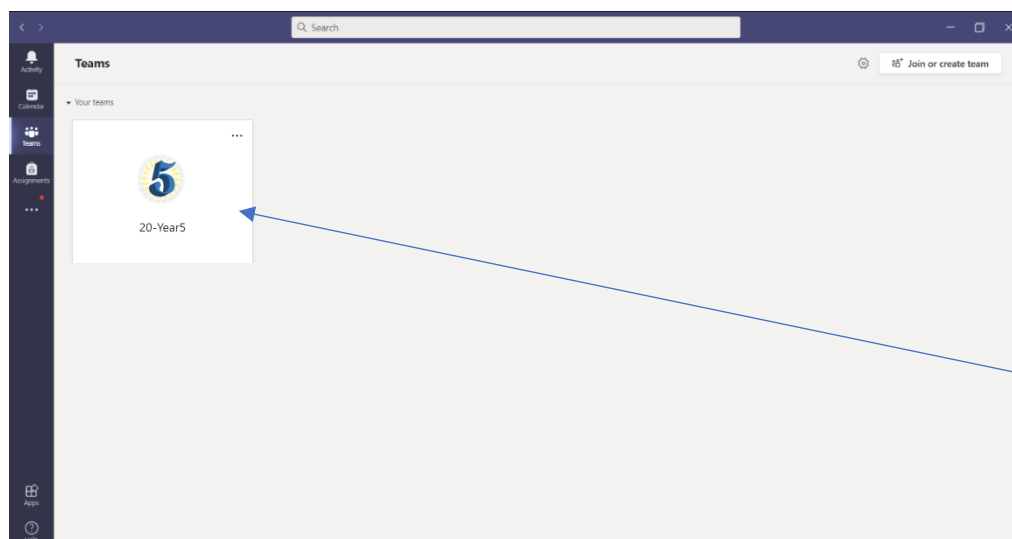


# Appendix A - Primary Phase Help Guide

## Accessing and Logging onto MS Teams

You can access MS Teams by downloading the MS Teams app for free or by using a web browser to access the Teams website.

- If you are using a tablet or phone to access Teams, download the MS Teams app from either the Apple App Store or Google Play Store (depending on which device you have).
  - If you are using a laptop or PC, you don't need to download anything, you can use MS Teams by opening up a browser and entering the website: <https://teams.microsoft.com>.
  - If you are using a games console to access MS Teams, please see the instructions at the end of this user guide.
1. Open the MS Teams on your device (either using the app you have downloaded or through a web browser as shown above).
  2. Log in with your child's username which will have been sent to you on the letter that this guide was attached to. It is their year of school entry plus their first initial and full surname e.g: 15Ksmith@ccs.sch.northants.uk  
If your child forgets either of these, please contact the Primary Office and we can arrange to have it reset and the details sent to you.
  3. Pupils will then see a task bar at the side of their page. This will show:
    - Activity - a summary of everything that's happened in your team channels
    - Calendar - with key dates & events plus links to meetings or live lessons
    - Teams - your class team will be shown here
    - Assignments - any work that has been set for you or your class group



Here is your year  
group team

4. Click on your year group box to access that Team.

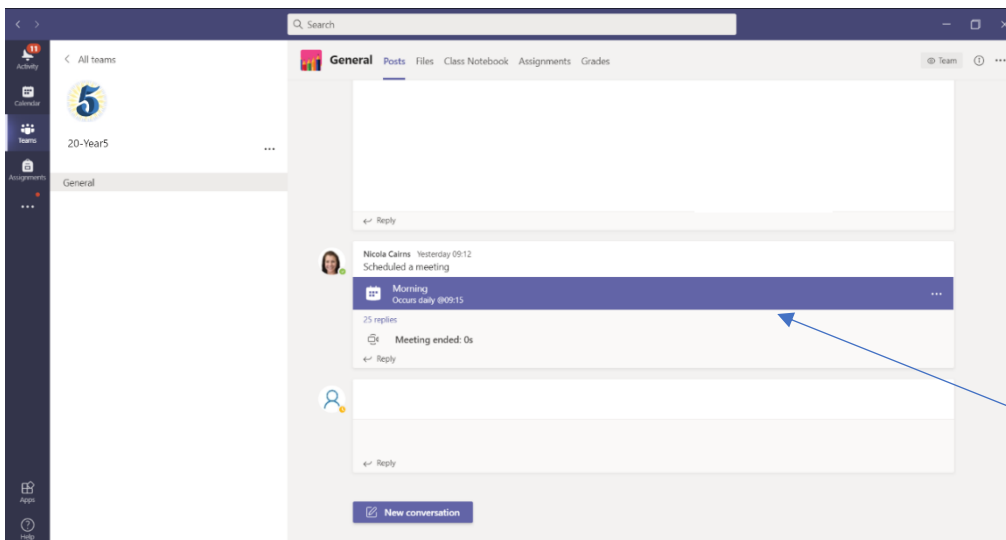


## Joining a Live Lesson or Meeting

Once you have clicked on your year group team, you will automatically be on the 'General' channel, showing the team chat. There are now two ways to access a live lesson or a live meeting.

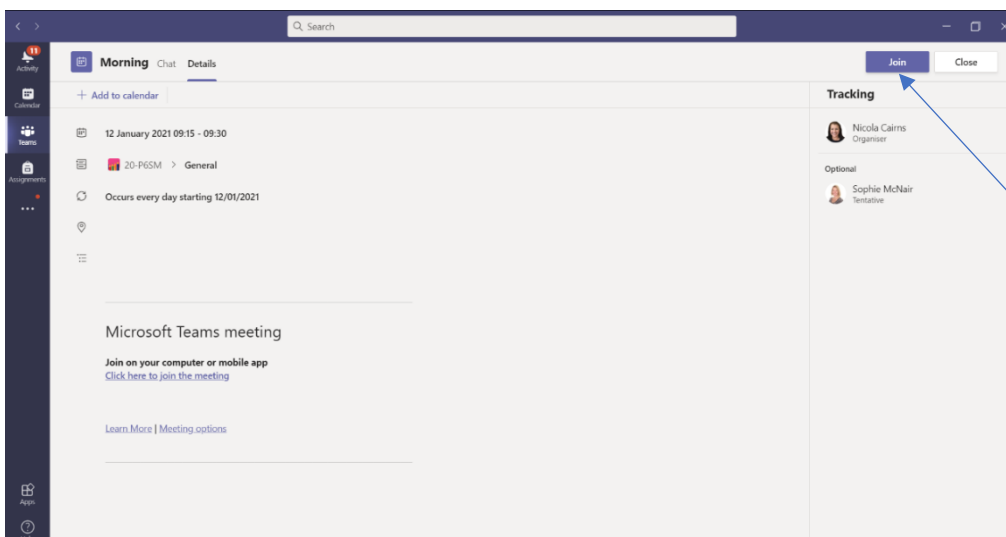
### Method 1 – From the Team Posts (Chat)

1. Your teacher will post the link to a meeting / live lesson in this section, which is easy for your child to see at a glance.
2. Click on the 'Meeting' link, shown in purple.



Click on the  
'Meeting' banner

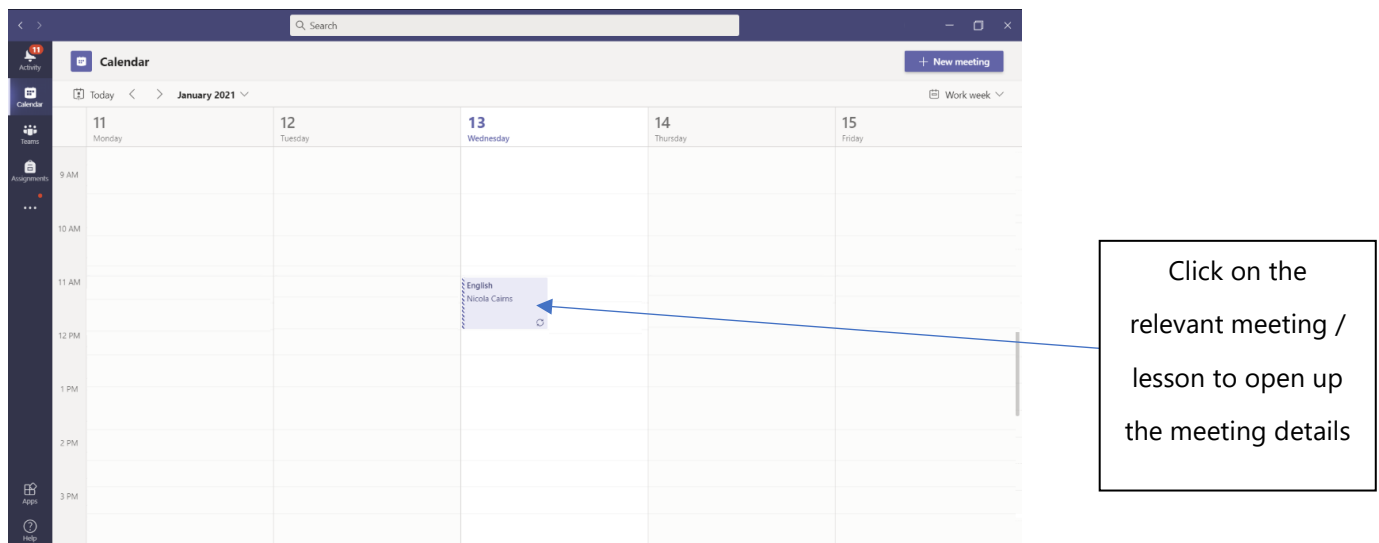
3. The meeting invite will open and you should select the option to 'Join'.



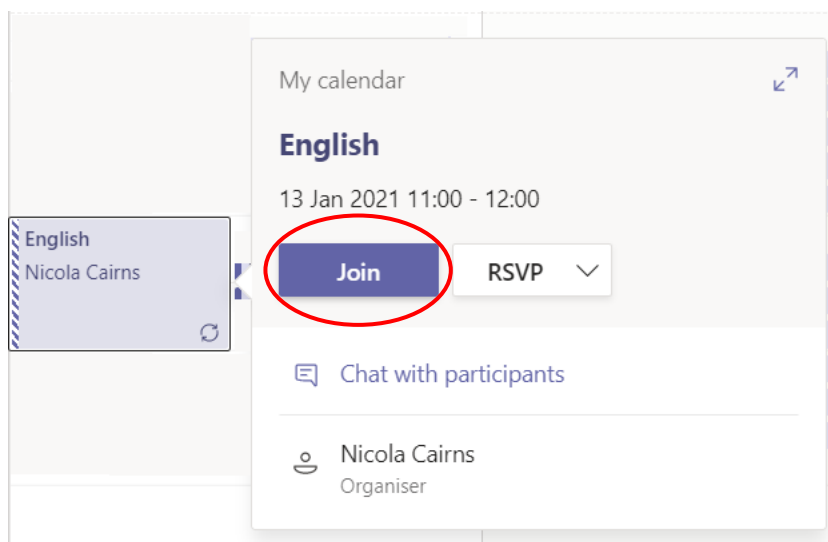
Click on the 'Join'  
button

## Method 2 – From the Calendar Tab

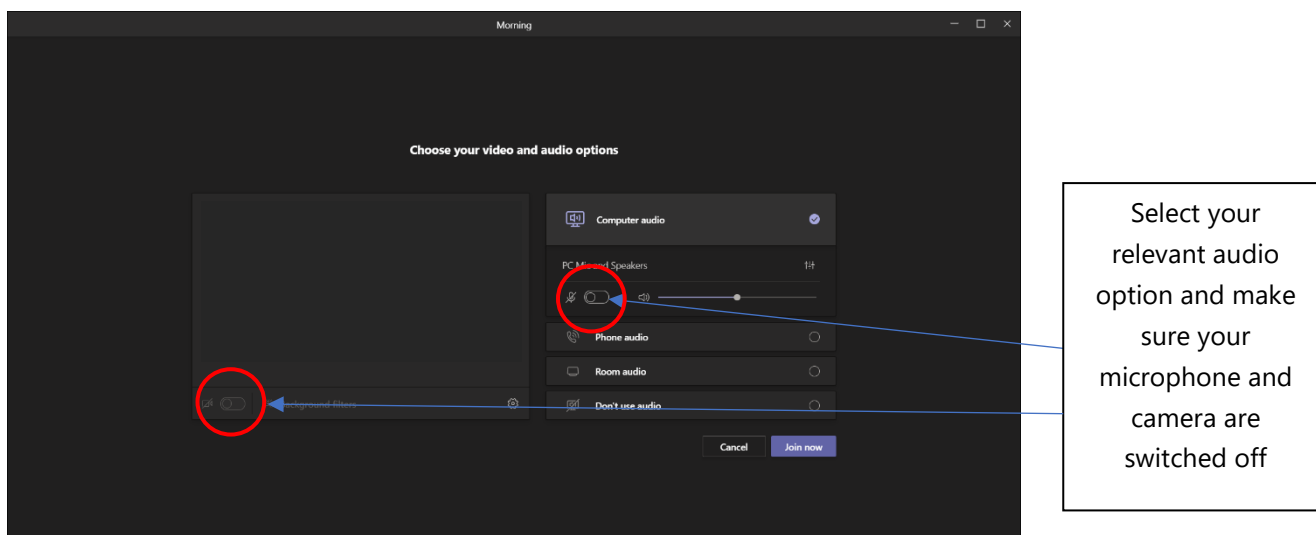
1. Alternatively, pupils can click on the 'Calendar' tab. This will take you to your calendar showing today's date.
2. To find your live lesson, select the correct time slot and click on the lesson. You should now see a 'Join Now' button – click this to open up your live lesson.



3. You should click on the 'Join' button



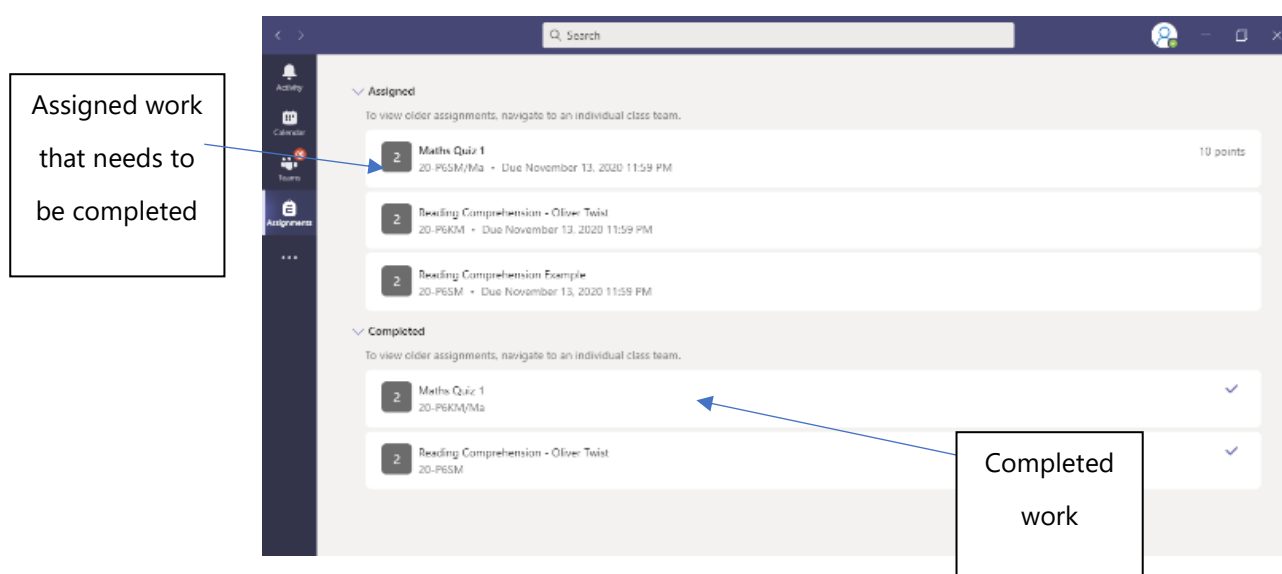
- Both of the above methods will open up your joining options screen for you to select the relevant video and audio options.
- When you have selected your options and made sure that your camera and microphone are switched off, you should click on 'Join now' to join the meeting.



- Once you have joined the meeting, you should click on the '...' button and select the 'Blur my background' option.

## Accessing Assignments

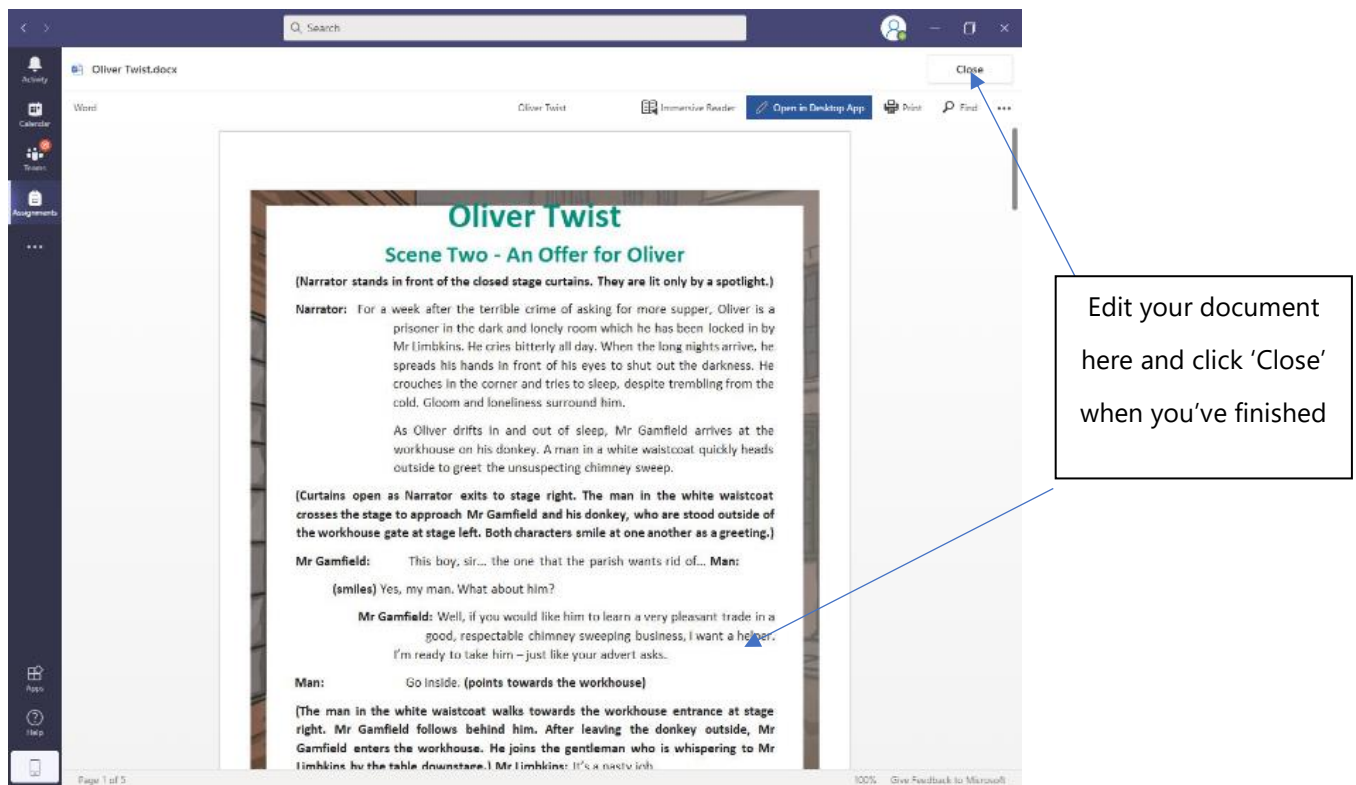
From the 'Assignments' tab on the left-hand side of the screen, pupils can see work that has been assigned, open the assignments to complete the work and hand work in. The due date for the work will also be visible so pupils know when work needs to be completed by.



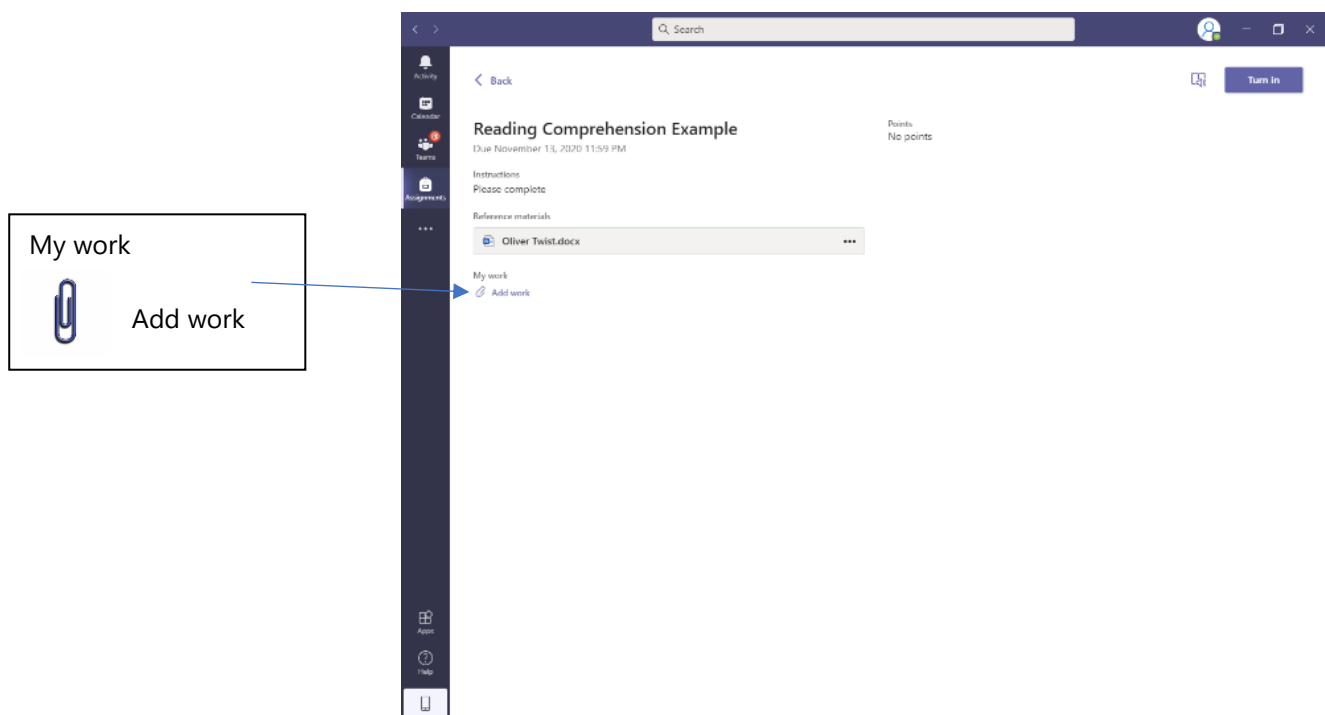
Pupils can click on the assignment that they want to look at and they will be able to see any reference materials or worksheets that the teacher has added for them to look at / complete.

- Pupils should then click on the assignment they would like to complete. Further details and instructions will appear on screen. If there is an attached document, you can click on this to view it.
- From here, you can also edit the document to complete worksheets. Once you've added your answers, you can press 'Close' – you don't need to worry about saving it anywhere; this will automatically save to Teams. If you would like to edit the document or write in responses.
- If you prefer, you can select to 'Open in Desktop App'; although, this is not necessary. If you do decide to do this, please ensure that when you attach your document to hand your work in, that it's in the latest version of the software.



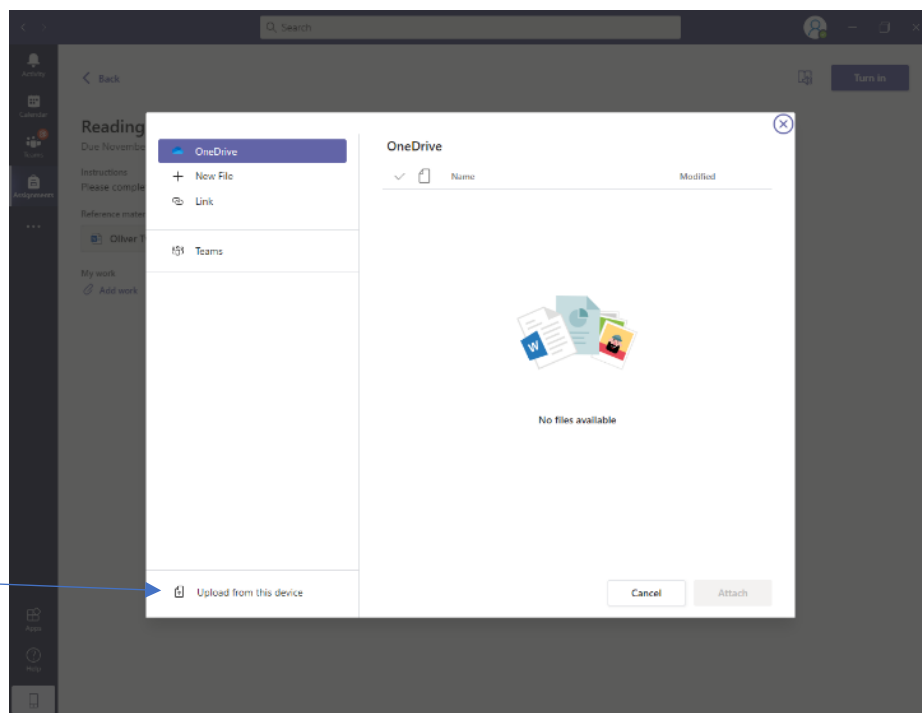


- The work is now ready to hand in. You can click on the 'Turn in' to submit your assignment. If you have saved the document to your local machine, you will need to attach the document. There will be a section at the bottom of the assignment page labelled 'My work' and a paper clip icon to click on to add their file.

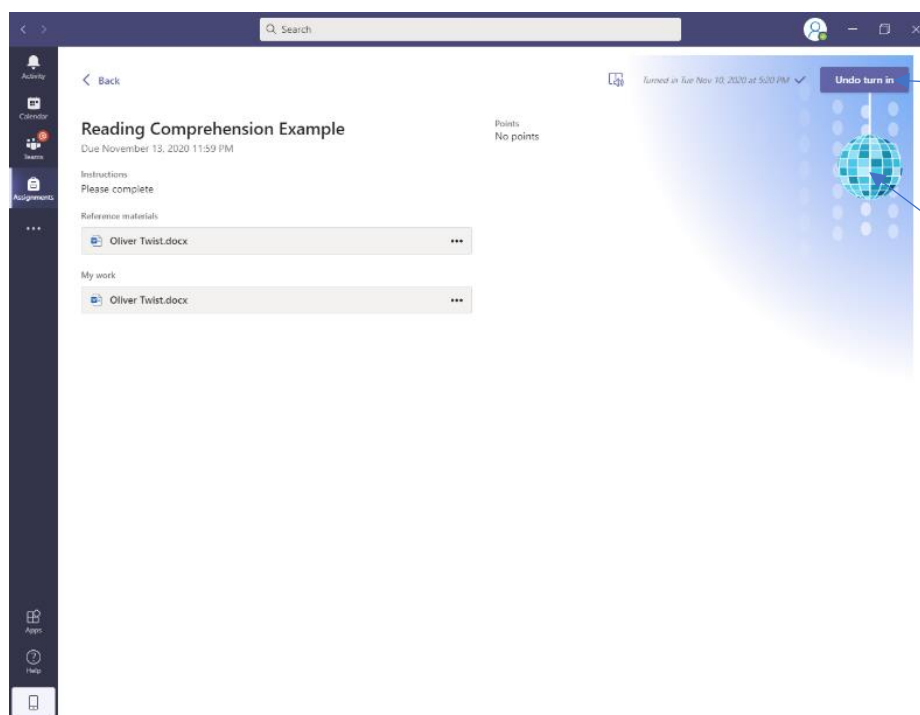


- Click on the paper clip icon and then another pop-up screen will appear. At the bottom of this pop-up is an option to 'upload from this device'.

Upload from this device



6. Locate the work file from the location you saved it in step 7. Click open and you will see the file being loaded into MS Teams. When the file has been uploaded, the 'done' button at the bottom of the screen will turn purple. You can then click on the 'done' button. Your document will then be seen under the 'My work' area.
7. The final step is to hand the work in to your teacher. In the top right corner of the screen is a 'Turn in' button. Click this to hand in your work. A fun icon (such as a spinning glitter ball or a rocket taking off) will appear to show you have been successful.



Turn In

Fun moving icon to show your work has been handed in successfully!

8. If pupils want to review their work or add to it (or if they have made a mistake) they can always click on the 'Undo turn in' button to change their work before re-submitting.
9. Teachers will then be able to access pupils' work and provide feedback to pupils via Teams. The feedback will appear in the activity feed.

## Other Helpful Resources

There are lots of other helpful resources that you can access to help you with using Teams including an extremely useful video that Mr Sumner has recorded that shows you how to open, login and use MS Teams. You can view this video on a secure area of our website by clicking the following link and entering the username and password given:

Mr Sumner's Video Tutorial: <https://www.ccs.northants.sch.uk/teams-video-tutorial>

Username: [primaryteams@ccs.school.uk](mailto:primaryteams@ccs.school.uk)

Password: [teamsvideo](#)

Microsoft distance learning guide for parents and guardians -

[Distance learning with Microsoft 365: Guidance for parents and guardians - Office Support](#)

Office 365 remote learning guide -

[Remote learning with Office 365 for students - Office Support \(microsoft.com\)](#)

Accessing and submitting work on Teams through laptops -

[\(38\) Parents & Students: Turn In Assignments on Microsoft Teams - YouTube](#)

Accessing and submitting work on Teams through phone -

[How students can turn in assignments using Microsoft Teams mobile - YouTube](#)



## Using PlayStation or Xbox to access Office 365 and Teams

### To access **Office 365 on your PlayStation:**

1. Go to the **PlayStation** browser icon (it is WWW with dots around it).
2. Press the PlayStation logo on your controller.
3. Go to library and find options for games and applications.
4. Go into applications and you will find the internet browser.
5. Type in [www.office.com](http://www.office.com) and log in like you would at school (using your school email address and password).
6. It will be easier to use a keyboard and mouse on the PlayStation. Just plug the keyboard and mouse into the available USB ports.



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### To access **Office 365 on your Xbox One:**

1. Plug in a keyboard via the USB port (this can be wireless or wired).
2. Go to 'My games and apps'.
3. Find and select Microsoft Edge.
4. Type in [www.office.com](http://www.office.com) and log in as you would in school (using your school email address and password).
5. To move the cursor, you can use the gamepad or plug in a USB mouse.



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Once signed into Office 365 you will then be able to access your work as well as use key packages such as:

- Teams
- Word
- Excel
- PowerPoint
- Your email (Outlook)
- OneDrive

It is also possible to access Office 365 by using a Smart TV with a wireless keyboard and mouse.