

7<sup>th</sup> October 2020

Dear Parents and Carers,

**Re: Homework on Teams**

Thank you for all your support with accessing homework on Teams. We know that this is a steep learning curve for all of us and we will continue to refine what we are doing and provide help and guidance to you accessing this at home.

Last week's reading homework was a really good start at uploading photos as evidence of the task completed. We really enjoyed seeing lots of your interesting reading spots so thank you all for your contributions. We would like to remind you of how to submit photo evidence for the homework tasks. Please do not post them on the general posts section as this means they are visible for the whole class. Instead you need to open up the actual assignment in the assignments tab and then upload the photo by using the paperclip symbol to attach the photo and then click turn in.

We have found some helpful videos for you on how to do this on various devices below and a reminder with screen shots at the bottom of this letter.

Accessing and submitting an assignment on a **laptop** with Teams:

<https://www.youtube.com/watch?v=DymLemdyEuw>

Accessing and submitting an assignment on a **tablet** with Teams:

<https://www.youtube.com/watch?v=MhpNvUnrvws>

Accessing and submitting an assignment on a **mobile phone** with Teams:

[https://www.youtube.com/watch?v=GDxh\\_xTNkWk](https://www.youtube.com/watch?v=GDxh_xTNkWk)

When any work or photos are submitted in this way it is kept entirely private so only the class teacher is able to view it.

Each week we will set a new homework task on Teams for your child to complete along with a maths task set on My Maths for Years 2-6. Teams will explain the task but this task does not need to be completed on screen but in their homework books and then a photo taken of the page in their book to show their teacher the work they have done.

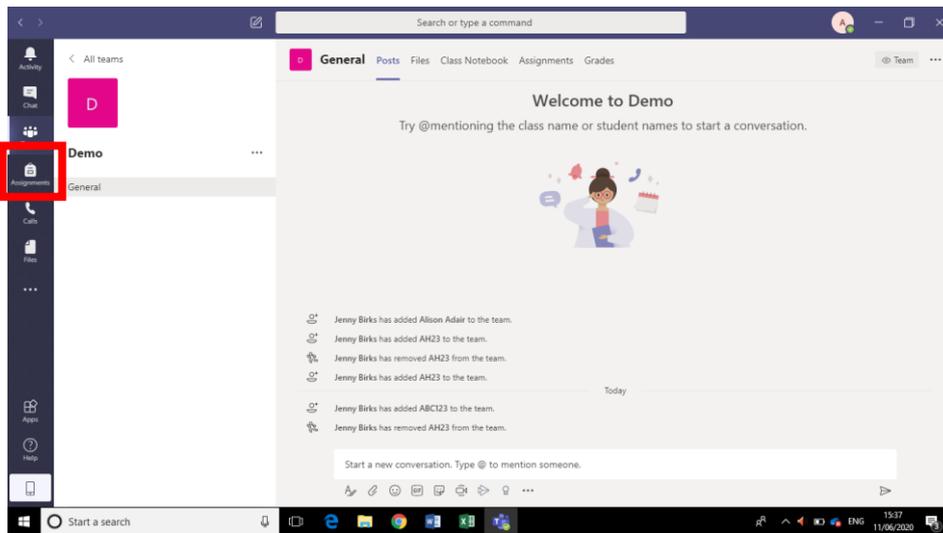
Please talk with your child's class teacher if you are experiencing any difficulties.

Kind regards

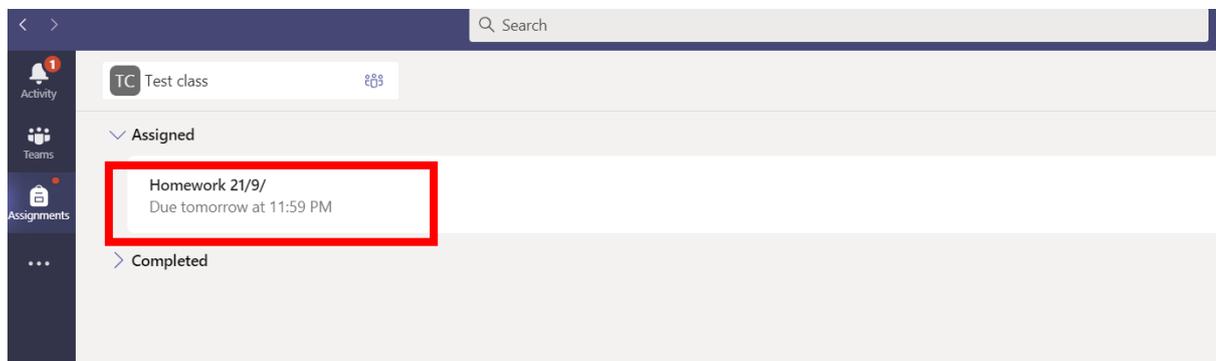
Havelock Schools

You will be able to see the homework that has been set using the assignments icon down the side – it will also appear in the posts section.

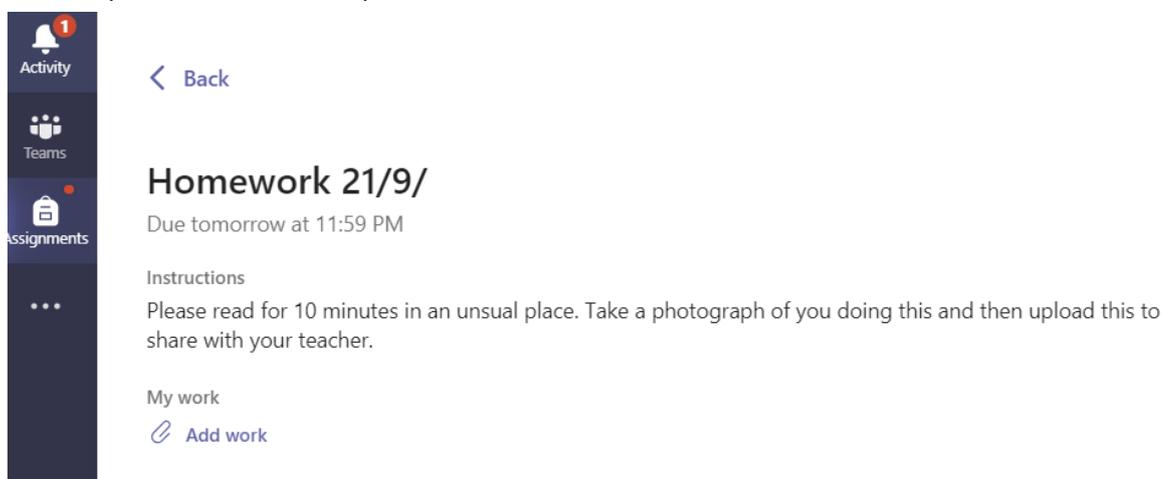
To open the homework, click on assignments



Here you will be able to click on the assignment and see what you need to complete

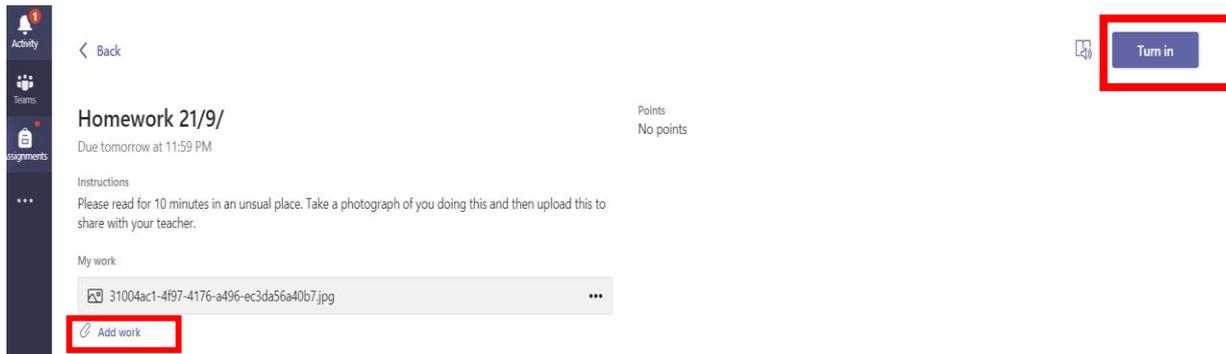


Once you click on this you will see the full instructions.



Your child can then complete the work either in their home learning book with pencil/pen or complete it using word/powerpoint/publisher if they prefer. All resources needed to complete the task will be attached to the task. If they have completed the work in their homework book, please take a photograph of their work to submit it for marking.

Once your child has completed the task, click the paperclip with add work next to it. Upload the photograph or file. Then click Turn in.



This is then listed as completed. Once the teacher has marked the work you can then click back to read the feedback by clicking on the task in the completed section

### Homework 21/9/

Due tomorrow at 11:59 PM

#### Instructions

Please read for 10 minutes in an unusual place. Take a photograph of you doing this and then upload this to share with your teacher.

#### My work

31004ac1-4f97-4176-a496-ec3da56a40b7.jpg

[Add work](#)

#### Feedback

What an interesting place to pick to read your book!

Great work

1 dojo

#### Points

No points