

## **Primary 4 Teams Guide**

Hi Primary 4, we hope you have enjoyed your long weekend. After discussions with Mr Wallace and Mrs Carder it has been decided that we will be limiting the time we spend on Teams answering questions each day to an hour in the Morning from 9 – 10am and from 2-3pm. This will allow us to get on with other work in the background, preparing tasks, writing reports and giving feedback to you all.

In order for this to work we have prepared a trouble shooting guide to help you with some of the issues you have been experiencing. Hopefully this will further support you to become even better independent learners during this strange time.

### **Explanation of Teams**

General – For questions about work/tasks only. - This channel also has the Files section where you will find the Weekly Resources folder and class folders for submitting work. The class folders should only be used for anything you are unable to submit in assignments.

Files- The Weekly Resources folder will contain your Learning Grid and all resources you will need. If you do not understand a task please make sure you re-read the learning grid and any task sheets which explain the task in detail (these task sheets will often have READ ME FIRST in the title).

Break Away (Not for work) – This channel can be used for general conversation with other P4's or staff. You can share ideas, check-in with each other or share any other appropriate news.

Technical Issues – We are aware that Teams can be a temperamental at times and we understand how frustrating this can be when you are trying your best to get on with your tasks. Unfortunately Teams can be a very busy platform, with thousands of children and staff trying to use it at once. As a staff, we also experience these issues when we are trying to work, although thankfully it does seem to be happening less often. The only thing we can suggest if this happens to you is to keep trying or to access resources you need via the Harrysmuir blog. There is not a lot we can do to solve these technical problems, although we really wish there was!

You also have the option to pick up a paper pack each week from the school office if that would suit you better than doing it all online.

### **Sumdog**

We will be setting tasks and assessments regularly on Sumdog to consolidate all of your prior learning in P4 and we would love to see more of you accessing and using it to support your learning.

Thank you for all your hard work and perseverance during this very strange time!

Miss Barclay & Miss Hanlon