

14th October 2020

Dear Parents / Carers

As you will be aware from our newsletters, over recent weeks we have been introducing children to our online learning platform – Microsoft Teams.

We have been doing this so that, in the event of a local lockdown, further national lockdown or a year group pod or individuals needing to isolate due to a positive case of Covid 19, we are able to continue to provide learning and support to your children.

Accompanying this letter is also a user guide for parents to support you in using Microsoft Teams and there are some YouTube user guide links below to support you in how to use MS Teams.

<https://www.youtube.com/watch?v=Zoc78NKvTK0>

https://www.youtube.com/watch?v=jx36qQf_Qpk



Your child has been introduced to MS Teams during the week at school and will be able to show you some of the aspects of this. Teams will now also be used as our learning platform for homework – when we return after the half term break, your child's Pick n Mix homework will be set via MS Teams.

It can be used on a wide variety of devices including smart phones. We hope you will find this an exciting move forward for us as a school and investigate this over the coming weeks alongside your child.

All children have been given a login and password for Teams and this can be found in the blended learning books that they will bring home with them on Friday. These books are to be kept at home in the event that we need to move to blended learning for your child. Over the half term break, please try accessing Teams with your child to familiarise yourself with the platform.

A first piece of homework will also be set on Friday for your child to complete over the half term break. This will be a reading challenge for the whole school and use the skills of uploading a photograph in response to an assignment. Details will be on Teams and will be set as an assignment on Friday for each class.

Growing together on our learning journey

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On Teams in the assignments section each class will have an assignment set for them to complete. **This assignment doesn't need to be completed on a digital device.** You just need to view the assignment on the screen to look at the instructions. If there is any recording needed for the task (e.g. writing or drawing) this is done in their home learning book or if you prefer they can use an app on the computer such as Word / Excel / PowerPoint.

To submit their work, a photograph is taken of the relevant page in their home learning book or of the child completing the activity if it is a practical task and then you upload this photograph to submit the assignment. This photograph can then be viewed by the class teacher only and they will provide some brief feedback on the task. Alternatively if they have completed the task using Word / Excel / PowerPoint they can then attach this and submit the work.

It is really important to us that together we explore Teams as our way of setting home learning in case we have to go to remote learning again as the two way communication that this offers is extremely beneficial to both children and staff. Please have a go at using it in the coming days and contact staff if you require any support.

Keeping safe using Teams

It is very important that we have clear guidelines in order to keep everyone safe when using online technology. We have also included with this letter our Safeguarding Addendum for Remote Learning for you to be able to read and understand the protective measures we have in place to safeguard everyone when using this technology. Please read this through with your child and return the child and parent agreement sections signed that are sent home as hard copies. It is important that we all work together to keep our children safe online and to communicate in respectful and suitable ways.

If you have any questions please do not hesitate to contact us and we will do our best to help out.

Kind regards



Laura Buckley
Headteacher

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