



22.01.21

Dear Parents/ Carers,

Remote Learning

I hope this letter finds you safe and well.

The coronavirus (COVID-19) pandemic has provided many challenges in our approach to delivering education. Thank you for engaging with home learning so far. It is really good to see so many of you completing tasks with your child. Thank you to those parents and carers that are managing to use Microsoft TEAMS.

The purpose of this letter is to explain the next steps for us as a school to make learning easier at home and also to find out any barriers you may have to getting on line.

First of all, we would like to try get a short daily message from your child's teacher on Microsoft TEAMS to your child and also make sure that your child can access any learning videos on line. These will be teaching videos for your child to watch; White Rose Maths videos and videos to help with English. Your child can still use paper copies to complete work. **We have to be able to monitor who is accessing learning every day and follow this up if there are any problems. This is very difficult to do with paper copies.**

We have set up email addresses and passwords so that your children can access TEAMS. There is no software needed, only hardware such as a laptop, PC, tablet, ipad or even a smart phone. However we are aware that older ipads and also amazon tables might not support TEAMS.

Through the use of Microsoft Teams, we will be able to;

- Set homework and give feedback to tasks
- Store files so that pupils can access them for homework
- Upload videos, pictures and websites to support learning.
- Provide free access to all Microsoft educational software (PowerPoint, excel, sway, forms, word etc.)
- Pupils can discuss classwork / collaborate on class projects
- Encourage our children to be more digitally literate – “future proofing”. (Many places of work, colleges and universities are working with Microsoft Teams or similar products.)

After log in, Microsoft will go through an introduction. Your child will then be able to access various apps. To start with, your child's teacher will be mainly using the TEAMS app, this is where (in the future) work will be set. You will find any work set in the assignment tab.

Your child has been sent a user name and password. If you have lost or mislaid this then please contact your child's class teacher.

If you have any difficulties, with logins, please email or speak to your child's class teacher first.

Please also see attached a parents' guide to Teams with video help guides. The digital copy of this document, with the built-in hyperlinks, can be found on our school website, under Covid-19.

To help you with learning at home I need to know any barriers to using TEAMS. Maybe you have not got a device? Maybe you have not got enough data on your mobile device? We need to know how we can help.

We have ordered laptops from the Department of Education and these should be with us soon. Once these are set up I need to know who needs one. We only have 8 but hope to be able to get more. The laptops will be on loan to you but remain property of the school. There is an agreement to sign when you are lent one.

This is what you need to do now:

- **Complete the questions in our survey and bring back to school – post through the letter box or return if you are collecting a learning pack.**
- **Have a go at logging onto TEAMS and let us know if there are any problems**
- **Remember that your child will pick things up if they are encouraged to have a go.**

Please continue to support your child's learning at home. You are really important in this. If we can get more families using TEAMS then this will help you even more as that will cover the teaching of lessons and we will be able to see daily what your child is doing and follow up any problems more quickly.

Thank you for your continued support, I know it is a lot to take on but we are here to help.

Kindest regards,

Hilary Tyreman