

5<sup>th</sup> January, 2020

RE: Remote learning through teams

Dear Parents,

I hope you and your family continue to be well.

We are writing to you about the next phase of your child using Microsoft TEAMS as a learning platform. We will be able to teach the children an English session, Maths session and another curriculum session each day. The sessions will last around 30 minutes with follow up work for the children to continue with when the session has ended. If you wish to supplement the online learning with anything additional then reading, accessing Timetable Rock Stars (KS2 only) and visiting the BBC bitesize home learning pages are a good idea. For children in reception who are not in school as a keyworker child or vulnerable child, we will send a learning pack home and invite you to create a teams account, let us know which email you've used and we will then invite the children to have access to daily phonics as well.

**Please note that on Friday afternoons there will not be a live Teams lesson as we still need to provide care for children Critical Workers and vulnerable children; we also will need time organise the school for those in learning and those remotely learning; and to ensure the building is thoroughly cleaned.**

Below is a grid outlining the timetable for online lessons:

Reception	KS1	KS2
Phonics: 9.00am	Phonics Y1: 9.00am Phonics Y2: 9.00am	
	Maths Y1: 11.30am Maths Y2: 10.45am	English Y3/4: 9.00am English Y5/6: 9.40am
	English Y1 and Y2: 9.45	Maths Y3/4: 10.20am Maths Y5/6: 11.00am
	Other Curriculum lesson: 1.00pm	Other Curriculum lesson: 1.30pm

'TEAMS' works on all platforms (Windows, Android and Apple IOS) and can either be accessed in a browser or by downloading an app at <https://teams.microsoft.com>

The following link provides a full overview of how Teams works for parents. <https://support.microsoft.com/en-gb/office/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd58>

Children have been provided with logins and guidance on the system and keeping safe online. Year 5 are trialling this to provide additional curriculum support in this important year of their education. We ask that the following is adhered to at home:

- Please remind your children not to share sensitive information online (e.g. passwords and usernames etc.)
- Even though the chat facility of TEAMS is internal to our school alone, it is still important for children to stay safe and practice good e-safety habits.
- Staff are able to track conversations and will act if there is anything which is inappropriate, or if children are passing sensitive information.

- It would be great if you could check with your children regularly and ask them to share their online lives with you in addition to supervision of their internet use. Where possible you must be with the child during the learning or be in ear and eye shot.
- Please consider what will be seen and heard by the camera and microphone. Think about what your child will be wearing, how they are sitting, who is in the room with them and what is in the background.
- Please do not contact each other or staff, outside of the school day. Children's video calling facility will be turned off, and only re-set to 'on' by the class teacher for lessons. They may use the chat facility to contact each other appropriately. **(This will be monitored)**
- Please read 'Parent guide to using Microsoft TEAMS' 'teamsparentguide.jpg' found on your school website at 'Keeping Safe / Parent Downloads / NoS Posters'
- Please remind your child to: be kind, be polite and be respectful. If someone is unkind to them, they must tell a teacher or another adult.

Accessing the online learning:

1. Login to the Microsoft teams app or through your browser
2. Click on the teams icon (3 people-shaped icon)
3. Click on the class name:
4. Kensa= Reception and KS1
5. Nessa= KS2
6. On the left-hand side, you will see the name of the lesson and which year group it is for – click on the lesson
7. At the top right-hand corner of the page you will see a video icon which says meet – click on this icon to join the meeting (you can before joining choose to have video on and microphone on; when the lesson has started microphones need to be switched off)

After lesson input and working as a team for a while, children will be left to complete the work independently with an adult home.

Please contact Mrs Hawker if you have any queries: [secretary@blislandprimary.co.uk](mailto:secretary@blislandprimary.co.uk)

Yours sincerely,

Matt Avery