



28<sup>th</sup> April 2020

Dear Parents/Carers

## Using Microsoft Teams and accessing home learning

We have now launched our online platform on Microsoft Teams. A number of you have already logged in and are interacting with it.

### What are the aims?

The main aim of using Microsoft Teams is to increase the interaction between the pupils and the school community. Using this platform, pupils can interact with their teachers and their friends.

### What are the expectations?

The teachers will be checking their accounts on Monday-Friday from 10-11am and 2-3pm. During this time they will be posting some activities that children can have a go at. These activities are optional and are designed so that the children can access them independently. Teachers will also be available to respond and interact in the general comments page.

From next week, the children in Key Stage Two (Acer, Willow and Oak) will have an 'assignment' that they will upload to the system, with feedback given by the class teacher. This assignment will be one of the activities on the learning pack which will continue to be the basis of our home learning.

Children in Key Stage One and Early Years (Maple, Birch and Ash) will still have one select piece of work to complete and submit to the class teacher. This can be uploaded onto teams or sent via the teachers Google account.

Children will also have a weekly quiz that they can attempt and this will be marked with children able to see the answers once they have completed it.

### What if I don't have access to the technology?

We appreciate that in some instances children do not have access to technology to be able to work all day from laptops/tablets or other devices. We also appreciate that families are busy and quite often are expected to work from home. We are not expecting parents to become teachers. We will continue to send out our learning packs weekly. We know that all of our families have initial access to these and a large number of the activities are designed to be completed in the exercise book provided. Some families are writing their activities out at the start of the week and completing using paper and pencil. Assignments set on the Teams platform can be completed on paper and where possible photographed and sent to the staff members email.



### I can't login

See attached the 'how to' guide sent last week to access Microsoft Teams, we also have a video on our Facebook page showing the process. If you have lost your login then please contact the office as we can reset the password from there. All logins were sent out with the children in the week before school was closed. Maple had an email last week with their logins on. If you have the login and it still will not work try adding @welearn365.com to the end of the username. When logging in at school this is not required as the laptops and iPads are linked to the network but on other devices it may require the full username. E.g [alex.k64@welearn365.com](mailto:alex.k64@welearn365.com).

### Why haven't we been doing this earlier?

All schools have been adapting to this lockdown period in different ways. Unfortunately for us a number of our teaching staff have been unwell with symptoms of this horrible virus. We are now in a position where staff can be available to respond daily in this way as we do realise the need for interaction between pupils and their teachers. On occasion there may be a delay in response as the staff are still working in school. The school is officially closed but we remain open to the children of critical workers and have remained open every week day since the school was officially closed for the lockdown.

### I feel a little overwhelmed with working from home, home schooling and I'm not sure what to do

Talk to us! The teachers are available via email daily and I am on my temporary email :

[kolbcoughton@gmail.com](mailto:kolbcoughton@gmail.com) also the school office is available from 9am-3pm daily with either myself or Miss Kirby on site daily. We really appreciate all of the support that you provide for the children at home and we all can't wait to have the children back at school with us. Please don't worry about the progress that your child is making during this unusual time, any gaps will be identified and planned for upon our return. Thank you for all that you are doing and we are here to try and help with any issues that you may have: big or small.

Kind regards,

Mr Kolb

Head of School