

Dear Parents/Carers,

Further to the information received last week in Mr Drury's letter, I am writing to you to confirm details of our home learning plan in the event that a class bubble or an individual child needed to self-isolate.

As a school, we will be utilising Microsoft Teams to assist with remote learning. Your child can access Teams via a range of devices such as tablets, phones and laptops. Each child has received a **new** username and password from their class teacher. Details of how to login are listed below:

Go to: <https://www.microsoft.com/en/microsoft-365/microsoft-teams/log-in>

You could also download the app from Android or Apple app stores.

Type in their unique username: e.g. 18simonp@wanborough.swindon.sch.uk

It will then take you to the password screen where they will need to type in their unique password (passwords are case sensitive).

How will work be set?

In the event that a whole class or an individual child are home learning, daily work will continue to be set via our OneDrive platform, however extra resources and assignments (please see the 'Assignments' section below) will be uploaded on to the class Teams' page. Your child will therefore need to login to Teams in order to access these resources, as well as to communicate with their peers and class teacher and teaching assistants.

Teachers will ensure that, where possible, children will be set work from a wide range of curriculum subjects and that the daily tasks set mirror those that the children would receive in a classroom setting. The expectation is for all set work to be completed by every child.

How will students communicate with their teachers and peers?

Teams is an online classroom hub, where students can communicate with their whole class and one-on-one with their teachers and TAs during the normal school hours. Each class has a general page which can be used for whole class discussions and communication (anyone within the class is able to post to this page and therefore messages can be seen by all members). Each child has also been allocated an individual private page in which they can communicate directly with their teacher and TAs without other members of the class having access. The aim of this page is for children to receive any individual support they need or for them to ask any questions about any of their tasks. Within the general and private pages there is the facility to hold either whole class, small group or individual video meetings. All meetings will be instigated by the class teacher and when invited children will simply need to click 'join' to attend. When a video meeting takes place, we kindly ask that video cameras are turned off and that parents are in the vicinity.

Please be aware that if an individual child is isolating that the communication with their class teacher will be limited due to staff teaching the rest of the class throughout the school day.

Assignments

Within the general class page there is the **Assignments** tab. Within this section, your child can access any tasks or resources their teachers have posted (whole class assignments that the teacher sets will also appear on the general page). This facility also allows your child to submit work that they have been set, as well as giving the teacher the ability to provide online feedback. Even though

these assignments appear on the *General* page, they are privately assigned to individual children therefore they cannot be viewed by others. Your child can submit their assignments by navigating to the **Assignments** tab in the **General** class page, then selecting the assignment. They will then need to attach any appropriate work and select **hand in**. Once submitted, if they need to make changes, there is the opportunity for them to retrieve their work by clicking **undo hand in**, once changes have been made, they simply click the **hand in** button to resubmit. The teacher will set due dates and times for each piece of work. We would encourage all children to stick to these deadlines, however work can be submitted late and the teacher will be notified.

How you can help at home.

Whilst children will be practising logging on and using Teams in school, it would be extremely helpful if you could ensure that your child is able to access and login to Teams at home.

Please therefore practise logging in and exploring the Teams app with your child so that you are familiar with it in case a home learning situation arises. After half term, we will be trialling some sessions for after school to help us get used to the Teams capabilities at home.

In addition to this, we will still be using our other online tools such as Spelling Frame, Purple Mash, TT Rockstars and Education City so please ensure you keep a copy of your child's passwords at home.

If you require any further support, please feel free to contact your child's class teacher or alternatively follow the link below for a parents' guide to Microsoft 365 Teams:

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

Kind regards

Mr Day
ICT Co-ordinator.