



Woodstone Community Primary School

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Growing together, Learning forever

5th January 2021

Dear Parents/Carers,

You will have now received your login details for your child's Microsoft Teams account so I thought I would give you a few more details as to how everything will work (hopefully!). Work will be assigned from tomorrow (Wednesday) for children to complete. Please bear in mind that we are all new to this and there may be teething problems! Just let us know if you encounter difficulties.

To make home learning effective there are certain expectations from teachers, parents and the children themselves. These are listed below:

Teachers will wherever possible ensure that:

- Remote learning is set through Microsoft Teams (also referred to as Teams in this document)
- Parents/pupils are provided with login for access to Microsoft Teams
- There is the opportunity for 'daily engagement' between teacher and child – e.g. Teams meeting/a video/PowerPoint/audio recording explaining/demonstrating the day's tasks. Teachers might film short videos or similar, explaining learning.
- They respond to work posted on Microsoft Teams
- They report any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to a member of staff responsible for safeguarding children.

Parents will wherever possible ensure that:

- Children attempt the activities which have been set
- They follow the remote learning protocol e.g. to make sure children are ready for learning by being properly dressed when interacting on Teams and ensure the background i.e. where the child is working, is appropriate
- They contact school if their child is unable to access Microsoft Teams
- They contact their child's teacher if their child is struggling with any aspect of the remote learning or if there are any questions: Please email the class email if there is a problem getting on Teams.
- They support their child with remote learning.
- They do not share their child's password or username with anyone else
- They manage any distractions i.e. turn the TV off etc when the children are working

Children will:

- Be ready to learn and engage with the activities set by the teacher as if they were in class
- Try their hardest to complete learning on a daily basis wherever possible
- Report any technical issues to their teacher as soon as possible
- Notify a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set

DAILY CATCH UP MEETINGS:

Attached to this email is a help sheet which will explain how to login, access work, receive feedback and join class Team meetings. These meetings will happen daily at the times listed below:

Year 2 - 8:45am and 2:45pm

Year 3 and 5 children - 9am and 1:10pm

Year R and 6 children - 9:15am and 1:30pm

Year 1 and 4 children - 9:30am and 2:30pm

Please ensure children are in the Microsoft Teams 'lobby' at these times and the teacher will 'let them in' at that specific time.

We appreciate this is all new to everyone so we have also produced some help videos (to go alongside the attached help sheet) which are available on the school website under the 'Parent Info' tab and then 'Covid-19 Information'. We hope you find them useful.

Thank you

P. Mullins / G. Clement

