

5<sup>th</sup> January

Dear Parent

As part of the announcement yesterday regarding the new national lockdown, the decision was taken that school would be closed to all pupils except for children of critical workers and vulnerable pupils.

All the staff and I are hugely disappointed that we will not be able to welcome back the children face to face this term, but we want to reassure you that we remain committed to providing support, care and the best possible education for our children.

During their absence, work will be provided remotely, through Microsoft Teams. Should you require support with gaining access to Teams or access to the appropriate technology or connectivity please contact the school and we will do our best to support you.

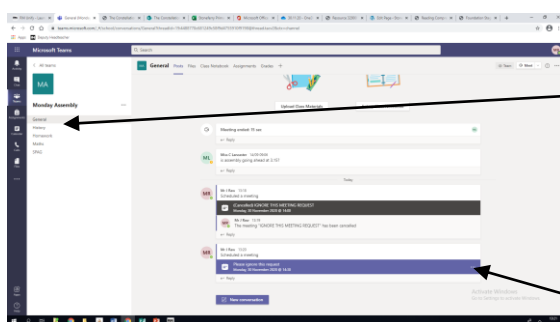
As I have explained in previous letters, it is the government's expectation that children should have access to learning. Hopefully, in recent weeks you have gained access to Teams and are now familiar with how to find the work that has been set and also how to complete the work and upload what has been done. We would ask that all work is completed in your child's home learning book/ or suitable workbook, and then photographs taken and uploaded in the manner that has been previously used.

In addition to the work set, your child's class teacher will also hold **2** live check in meetings each day. These will take place at **8:50 a.m. and 12:30 p.m.** These meetings will be used for the teacher to explain what tasks need to be completed to the children before they start.

There will be strict protocols for these meetings which will include:

- 1) Pupil's cameras must be switched off and microphone's muted throughout.**
- 2) Children must only communicate with the class teacher through the "Chat" function.**
- 3) Children must not speak to one another or use the chat function to do so.**

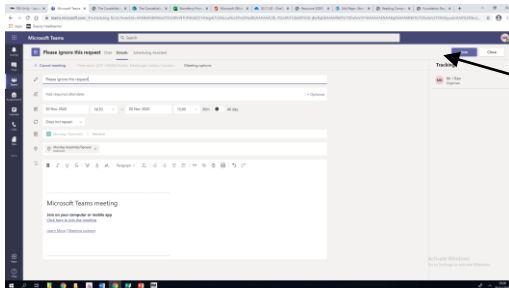
These check-in meetings will be scheduled by your child's teacher each day and children should join them using the "**General**" tab within their Class team, which can be found



Click on the **General** tab here

Here you will see the meeting that has been scheduled.

To join the message click on the link and then click on Join which is in the top right hand corner of the next screen



Click here to join the meeting.  
Your child's class teacher will admit you once this has been done.

The check-in meetings will last no more than 15 minutes but will support your child in knowing what tasks they must complete.

**During the meeting the children's microphones and cameras must be switched off.**

Click here to leave the meeting

Click here if you want to ask your teacher a question



Click here to blank your camera. Your screen will go black

Click here to mute yourself

As children complete their tasks, they can upload and comment to their teacher throughout the morning and feedback and responses will be provided by the teacher.

Can I just take this opportunity to remind pupils of the required protocols for using Teams in this way.

**Children must:**

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- 1) Only make comments to their class teacher.**
  - 2) Must not make comments about another child's work.**
  - 3) Must only use the Teams app during school hours (8:40 a.m.-3:00 p.m.) during a class bubble closure**

I hope these instructions are clear and that you and your child find using Teams helpful. The school remains open and if any additional support is required please do not hesitate to contact us.

Yours sincerely

Mr J.Raw