

10<sup>th</sup> November

Dear Parents/Carers,

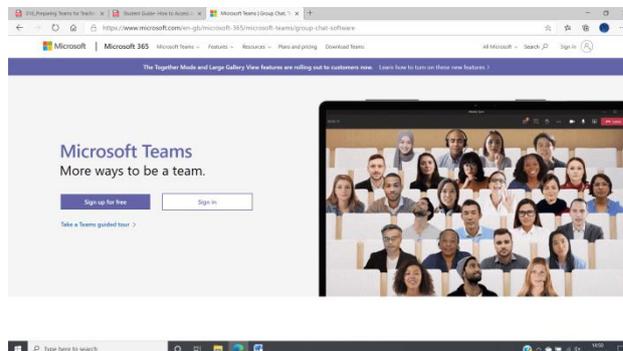
In order to better support children's learning should we be required to close a class bubble, we will make use of Microsoft Teams as a way of sharing and responding to work. The following instructions will explain how to use Microsoft Teams and the steps you will need to take.

Using Microsoft Teams to access Home Learning tasks enables your child to send work to their class teacher so we can see what you have been doing and offer support through comments in return. This will help you to make more progress in your learning.

Many of you may already have the app on your device from previous closures, however, if you require log in details again, please contact the school.

To access this Home Learning, please follow the instructions below:

1. Search for the Microsoft Teams home page. Or download the App on your phone or tablet.
2. Click Sign in



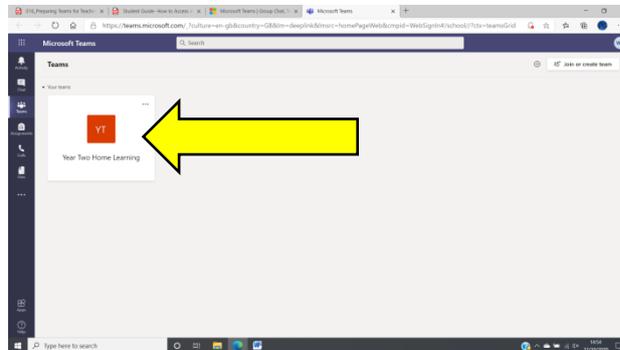
3. Use your school email address and password your child uses at school to log on.

Username:

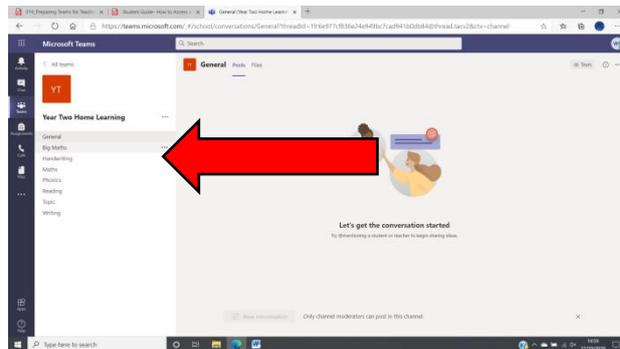
Password: **Your child's usual password to log on**

If you have any difficulties please contact the school and we will assist.

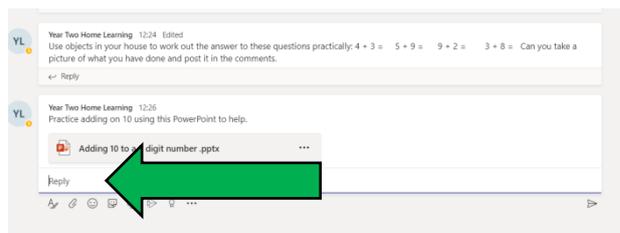
4. Select the Year 5 Home Learning box.



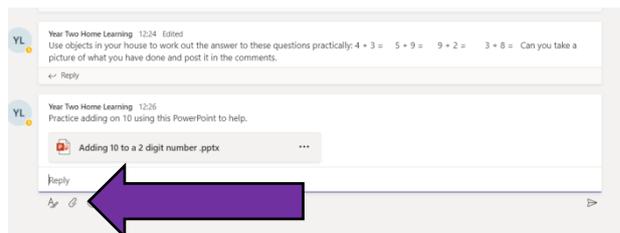
5. Select one of the channels from the side bar to choose the area of learning.



6. Click reply to type an answer, comment or question for your teacher.



7. Click the little paper clip symbol to add a photo of your work.



We will aim to post sufficient content over the week so that you can complete at least one session of maths and English daily. There will then be a variety of other subject areas which are usually covered once or twice a week.

Due to the amount of school children have now missed due to the Coronavirus pandemic, it is really important that your child completes all of the work we set each day, as this reflects a lot of the work the children would have been completing in school. If possible, your child's Home Learning should reflect the amount of time they would have spent in school each day.

We will aim to respond to all work posted, giving some feedback to the children about what they have done well and a challenge or correction to complete. Please note that we will be on the Teams page between 8:35am and 3pm, but before and after this time, we have preparation to complete and may not respond until the following day.

Please post your child's work in the way that you find easiest (comment, reply, photo, video, screenshot, word document, voice clip).

Alongside this learning, please ensure that your child is reading daily and record this, as usual, in their Reading Record book. It is fundamental that children keep reading daily. The children also have their weekly spellings to practice (these can be found on the Teams spelling page).

We will aim to contact all parents/carers by phone within the first week to check you have managed to successfully log on to Microsoft Teams.

Kind Regards,