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TEAMS

Dear Parents/Carers,

Further to the information received previously in Mrs Wood's correspondence, I am writing to you to confirm and remind you of details of our home learning plan in the event of lockdown and if 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; as well as computer consoles – please see the poster and supporting video attached to this email/letter.

Each child has received a 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. 14bloggsj@firtree.newburyacademytrust.org
- 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?

Daily work will be added to the assignments section (please see the 'Assignments' section below) and 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 (a suggested timetable has been placed on our school website to support this). The expectation is for all set work to be completed by every child as best as they can, but we understand that initially this may take some time as we all find our feet with this new way of teaching and learning.

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 only by the class teacher or TA and when invited children will simply need to click 'join' to attend.

As always our E-safety rules and acceptable use of ICT still remains with remote learning and we expect all pupils to use TEAMs responsibly and maturely.

When a video meeting takes place, we kindly ask that video cameras are turned off and that parents are in the vicinity. If we need the children to be on screen we will ask them to turn their cameras on.

Please be aware that when the class teacher is on rota in school their contact with pupils will be limited that 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. We will try our very best to archive previous assignments so that this page does not become too overwhelming.

How you can help at home.

Whilst children have practised logging on and using Teams in school and for some homework last term, 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 addition to this, we will still be using our other online tools such as Spelling Frame, Purple Mash, TT Rockstars and Nessy so please ensure you keep a copy of your child's passwords at home. (These can be found in the exercise book we sent home for home learning in the event of a closure).

Please remember that each week there will be a timetable on your child's home learning section on the school website as well as TEAMs that will enable you to know in advance when there are any live sessions or meetings to help you plan your week.

During the evenings and weekends it may look as if pupils are being asked to attend a meeting or join now – please ignore this. This will be teachers recording videos and arranging learning for the next day/week.

Thanks for your support and understanding with all this. I am sure the more we all use TEAMS the easier it will become.

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-forparents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

Kind regards

Miss Crewe
ICT Lead