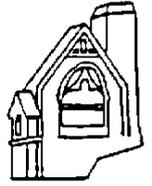




LIONEL WALDEN PRIMARY SCHOOL



Headteacher - Mrs Sally-Anne Barnard-Taylor

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17th November 2020

Dear Parents/Carers

We have secured funding from the Department of Education to implement Microsoft Teams - Office 365, an online learning platform, throughout school. It is the expectation that a platform such as this is used for remote (home) learning, particularly in light of the Covid-19 pandemic. Schools are required to provide remote learning for individuals who need to self-isolate, as well as for entire bubbles when a positive case of Covid-19 is reported. Microsoft Teams will provide opportunities for pupils to access their learning at home, submit pieces of work and receive feedback. This will replace Starz which some of the classes have been using.

It will, of course, take time for staff, pupils and parents/carers to familiarise themselves with the practicalities of this way of working. It is our intention for the pupils in Years 3 to 6 to use this platform to access their homework initially, followed by the pupils in Reception, Year 1 and Year 2. Pupils will be given some support in school to help them navigate the program but your support at home will be extremely beneficial to them.

We appreciate that this may seem daunting at first but we kindly ask that you read the following information and the additional guidance circulated with this letter. There are different options depending on the type of device you have at home. We recognise that parents will have varying experience of using IT and it is our aim to help and support you along the way. Please take the time to have a read and attempt to get started.

Once you have read the guidance and accessed Microsoft Teams, you will be directed to the Class Page where you will find the General channel. In the General channel, your child will be able to locate messages from their teacher and weekly homework assignments. We ask that assignments are completed and submitted each week; this work will then be checked by your child's teacher and discussed with them in school.

Microsoft Teams gives us more flexibility in what we can provide and so we are hoping to include editable worksheets, quizzes, video clips, links to websites and more over time.



During a period of remote learning, due to self-isolation, we ask that your child completes the work in chronological order from Monday to Friday, as some aspects of work may build up over several days or the whole week. If your child is unsure of the work for that day, the School Office may be emailed and Mrs Clarke will forward the query to the relevant member of staff.

Your child will receive feedback consisting of positive comments and areas for development. The work will be returned to your child through Microsoft Teams.

We hope with the added variety of content, together with the facility to communicate more easily about specific areas of work, we can engage and support your child with their learning at home in these challenging times.

We would very much appreciate you taking the time to look at the parent guide and having an attempt at getting started.

If you have any concerns at all, or any questions about any aspect of this, please do not hesitate to contact us.

Yours sincerely

S A Barnard-Taylor

Mrs S A Barnard-Taylor
Headteacher

