

17 September 2020

## Re: Contingency Planning for Remote Learning

Dear parent/carer,

I'm writing to keep you updated on the plans in place should your child need to access their learning remotely. Whilst attendance at school is once again compulsory for all children of statutory school age, there are clear guidelines about when a child must stay at home to reduce the transmission of the coronavirus – in the event of this, we have plans to ensure as little disruption to their learning as possible.

Each week, your child's class teacher is making their lessons and resources available on the platform **Microsoft Teams**. An overview of the week is provided for parents, detailing what your child's class will be covering in lessons that week and directing your child to the necessary resources for them to complete the learning at home.

### Access

Your child will have their login details recorded in their planner and will have been shown by their class teacher how to access their **Microsoft Office 365** account.

### Logging on

We recognise that children need to be familiar with how to use their account and access the relevant learning and resources, so each week your child will complete one of their classroom activities and one of their homework activities on **Microsoft Teams**.

### Weekly overview

A word document will be uploaded to files section of your child's **Microsoft Teams** account each week, outlining the learning objectives and planned activities for each lesson that week. There are a few sections to this document that I will explain now:

#### *Overview grid*

The coloured table lets you know which lessons are planned for each day of the week, with an idea of how long the activity could last, what the children will be learning and how they will be recording this. Please note, the timings are approximate, so if something is taking longer at home than suggested on the overview document, don't worry! Where a lesson has a grey box, this reflects the timetable of the children learning in school and that subject will not be covered that day.

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### *Homework*

Your child will be set weekly homework for maths, reading, spelling and history/geography. We ask that all homework is documented in your child's planner and parents/carers continue to sign these each week. Class teachers will check this on your child's return to school.

### *Weekly Learning Challenge*

Each week, your child's class teacher will set a learning challenge in subjects such as art, design technology and music. These challenges are optional activities to be completed at home, but please do share any photos of these projects with us by sending them to your child's class email account.

### **Additional support**

Following such positive feedback from parents and carers last year, we have decided to keep the individual class email accounts active for this academic year. Should you need to contact your child's class teacher for any further guidance or support with home learning, please don't hesitate to use this facility to get in touch. Please continue to direct general enquiries to the main school office.

Thank you for your continued support,

Yours sincerely,



Principal

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