

25 January 2021

Dear Parents/Carers,

I would like to take this opportunity to say a big thank you for all the help and support you are giving your children during this current lockdown period. We have had success with our live lessons this week and it has been great that the children at home can join in with their classmates at school in the TEAMS meetings.

### **Live Lessons**

- You will be notified at the start of each day, as to when any live lessons are taking place, on the TEAMS Discussion Board (this is in your child's class TEAMS account).
- From Wednesday, live lessons will be recorded, so if your child is unable to attend at the time, it can still be accessed later. The recorded live lessons can be found in the TEAMS Discussion Board. Please be aware that live lessons are automatically deleted after 21 days.
- So far, we have delivered live lessons with the cameras turned off, but from next Wednesday, cameras may be switched on. This means that your child can opt to have their camera 'on' or 'off' during a live lesson, as they will have control of this, but should follow teachers' instructions. Pupils should ensure that their background is on the blurred setting.
- If you would prefer your child's camera to be permanently 'off' (this is the current setting), you need to inform your child's class teacher using the class email address, and will can ensure it remains set up this way, and your child will not have control of the camera. Please ensure you do this before Wednesday 27<sup>th</sup> January.
- Every Friday there will be a class celebration assembly which we would really like all children to attend if possible. If your child isn't able to attend, they will be recorded for your child to access at a different time. Each class's assembly time will be displayed on the TEAMS Discussion Board, but we will also send out a reminder text this Friday, as it is the first one to take place.

### Non-negotiables

- Last week we sent out the non-negotiables for pupils so please make sure that you have shared these with your child (attached) if you haven't managed to do so already. We would appreciate it if you could take the time to revisit these with your child as we will now be delivering lessons with the cameras on. Some parents asked that pictures of work could be submitted after 5pm, because of work commitments. This is absolutely fine. Please could we ask that you drop the class teacher a quick e-mail, if this is going to be the case? Thank you.
- I would just like to draw your attention to one slight amendment. We have added 'photos' to the following statement: 'pupils should not record / take, store or distribute video materials or photos without permission'.

### IT/TEAMS Support - Live Drop-ins

We understand that using Microsoft TEAMS for remote learning is a new way of working for pupils, parents and teachers, and we know that you may have technical questions around the software, be this a basic question or a more intricate one. In order to help with this, we will be running a weekly IT 'drop in' session over TEAMS with one of our MAT IT technicians, Mr J Taylor. These 'drop-in' sessions will run for the next couple of weeks whilst parents and pupils are getting used to TEAMS, and hopefully in this time, we will be able to address any queries or technical difficulties you are experiencing. The **IT drop-in session** will take place on **Wednesday at 3.30-4.30pm**.

Please use this link if you would like to drop in to one of these sessions:

Akroydon - [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OTYxMDQ3NzltZjcwMy00NjczLTk0MDEtYzE0MTJkMDUxYTc0%40thread.v2/0?context=%7b%22Tid%22%3a%22ae3d2108-92e8-40b7-9cfc-9b463f21fd37%22%2c%22Oid%22%3a%2292dd4560-99e2-4e3a-b857-cc8ff68028ef%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTYxMDQ3NzltZjcwMy00NjczLTk0MDEtYzE0MTJkMDUxYTc0%40thread.v2/0?context=%7b%22Tid%22%3a%22ae3d2108-92e8-40b7-9cfc-9b463f21fd37%22%2c%22Oid%22%3a%2292dd4560-99e2-4e3a-b857-cc8ff68028ef%22%7d)

### Accessing Remote Learning

- If your child does not have access to a suitable device and/or internet access is an issue, please contact school as soon as possible, so we can support with this. We would like them to be able to access TEAMS, as the lessons have pre-recorded videos and voice overs on the slides, making it easier for your child to learn.
- I would just like to make you aware that an X-Box can be used to broadcast a live lesson, which might be useful to know if you have more than one child at home and they are both trying to join a live lesson at the same time. It is only suitable for this purpose and not for accessing all the learning (such as assignments, submitting work etc.) as a laptop or computer is required.

Please contact your child's teacher, if you have any further queries and we will do our best to help you.

Thank you for your support in ensuring your child gets the best education possible in these tricky times.

Yours sincerely,



Annie McNally  
Principal