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6 January 2021

Dear Parent/Carer

We are writing to you to briefly explain how we aim to provide remote learning for your child/children over the next few weeks. We anticipate that this will be a dynamic process; we will notify you of any changes or improvements as the weeks progress.

Through Microsoft Teams, your child will be able to access their 'Class Notebook'. Your child's login details are shown below. The attached screenshots also provide additional guidance on how your child's 'Class Notebook' can be accessed.

Please go to: <https://www.office.com>

Username:

Password:

In 'Notebooks', children will be able to complete and then edit any task which has been set by their teacher. This will save automatically and enable your child's teacher to see how they are progressing with their learning, as well as provide feedback. If working offline, files such as Word documents or photos can be uploaded here too. We may also ask children to fill in questionnaires via Microsoft Forms which allows children to complete quizzes whilst enabling teachers' opportunity to review any learning.

We will be using the 'Teams' software to video call pupils or groups, to check in and see how the children are doing in general and to discuss any ways we can support them with their learning. Two online calls will take place, one at 9:30 am and one at 1:30 pm. We appreciate that many of you may be working from home; however, we ask that you please make every attempt for your child to be available. We have had guidance from Kirklees council that children should be dressed appropriately (school uniform is optional) and that they receive video calls in communal living areas and not their bedrooms. We would also expect the cat to be used appropriately, for school work and polite conversation. Any form of inappropriate language or bullying on Teams will not be tolerated.

As you will appreciate, this approach to learning is new to many of the staff working in school so please bear with us if any glitches are not dealt with promptly. We are all working hard to ensure that the children's learning continues and they access an exciting and challenging curriculum.

Kind regards

*Nikki Barker*

Headteacher