

Headteacher:

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Dear Parents and Carers

Please see below our Strategy for Remote Education Procedures and instructions for setting up Microsoft teams for your child. This is as new to us as it may be to you! Staff have been working hard yesterday and today to finalise and to test run the system, which hopefully will enable your child to access this learning platform.

Kingshill Church School Strategy for Remote Education Procedures

Procedures have been put in place, so that in the event of a class bubble self-isolation, school closure or local or national lockdown requiring pupils to remain at home for an extended period, we can offer effective remote education.

If the whole school community or a class bubble is required to self-isolate/school must close, we will use Microsoft Teams as our primary point of communication and learning for all pupils in Years 1-6. Tapestry will continue to be the platform used by children in EYFS.

A letter containing instructions for Microsoft Teams will be sent out with this strategy. Pupil accounts will be activated as soon as possible after any closure/bubble isolation, in the meantime work will be uploaded to the school website.

We will use a mixture of worksheets/ lessons/pre-recorded content/lessons with daily work set by the class teacher along with online resources such as the Oak Academy and other established websites. (The Oak Academy has been specially commissioned by the Government and includes lessons that cover the entire National Curriculum.)

In addition to uploading learning worksheets and tasks, teachers will offer daily morning input to introduce the day via a written message on 'Teams'. If a pupil cannot access Microsoft Teams, then they can still complete the work which will be uploaded to the Home Learning Section of the Website. Parents may request printed work if they cannot access any online resources - this will depend on the availability of staff on site.

Teachers will provide feedback on certain pieces of individual written work, giving appropriate support and guidance as well as acknowledgement for good effort.

Children in years 1-6 will be expected to complete some English and maths work each day (answers will be provided for maths worksheets so that older children /parents/older siblings can mark 'sums'), along with at least one task from another curriculum area.

Over the week, a broad range of work across different curriculum areas will be covered. This may vary across year groups, and within the themes of learning.

To support the well-being of children, staff will be available during the school day from 10-3pm to answer emails about home learning. These emails are only to be used during these hours please and please be patient if you do not receive an immediate response. In the event of a teacher being poorly during any period of closure we will endeavour to upload their work but there may be an understandable delay. If you have any concerns about safeguarding or pupil welfare, then please email the office.

In the event of a single pupil self-isolating:

- A pack of learning activities will be emailed to the family /be available for safe collection
- Class teacher will make contact by phone
- Pupil/parents will be able to contact teacher by email for questions and feedback

We will not at this time, deliver 'live' lessons or online 'face to face contact' for various reasons. These include:

- the safeguarding risks for pupils and staff surrounding our inability to control who sees or hears the live lesson interaction and the potential risk of home-recording and circulating of images of staff and content of lessons
- the inaccessibility of lessons in 'real time' for some pupils, particularly where the family owns only one device to receive the lessons
- the challenge of managing to support all pupils with diverse needs, on a platform where comments would be heard by all
- the requirement of young pupils to have adult support with their learning
- the possibility that staff/parents may not have adequate internet capacity at home due to circumstances beyond their control
- the emotional and practical impact and pressure that live lessons may have upon children and their families

TEAMS Instructions for Years 1-6

TEAMS is part of the Microsoft Office 365 suite of software that we will be using if the school needs to close or classes are required to isolate due to COVID-19. It enables children and teachers to work remotely together. Work will be uploaded daily, children can then upload completed assignments for their teachers to assess, add comments and feedback.

The children's TEAMS accounts in class groups will be activated tonight, to allow you time to set up (see instructions below) and be ready from Monday at 9.00 am. (Please do not send messages, posts or upload anything until then).

Your child can then access the teacher's message and the work anytime. If morning work is handed in by 12pm and afternoon work handed in by 3pm then it will receive appropriate feedback.

Diamond class will be using Tapestry and email communication through office@kcs.bwmat.org with Miss Pennell.

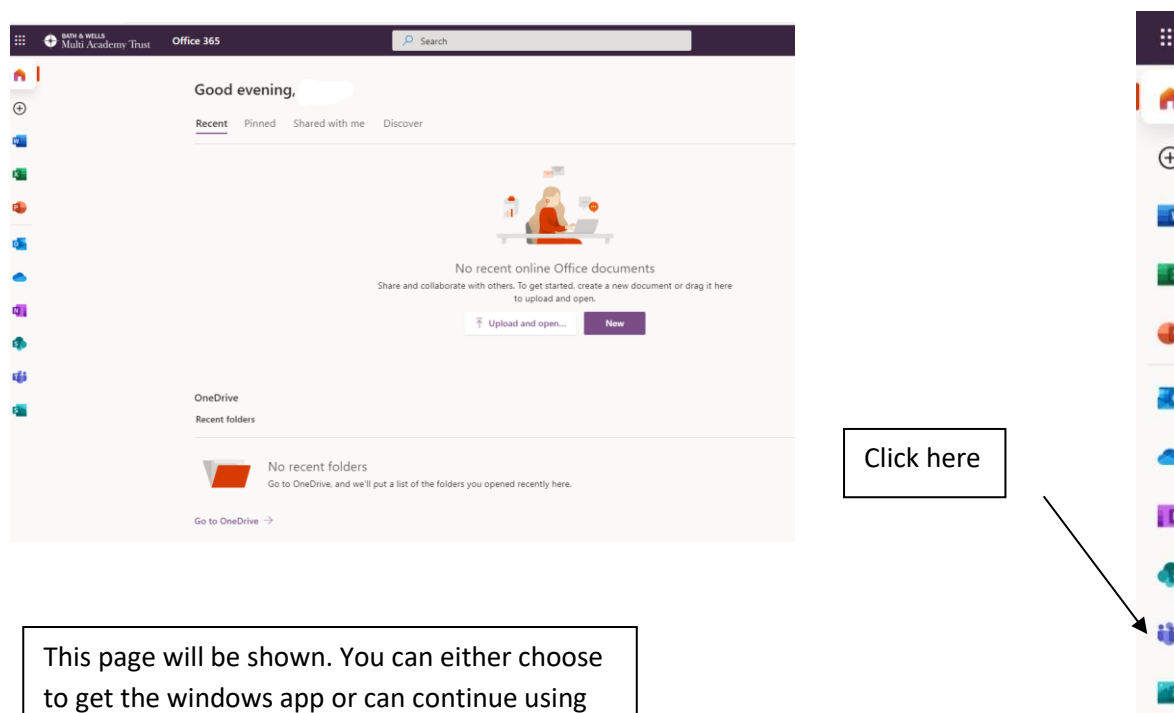
Your child will need to log in using their first initial dot and surname (followed by @kcs.bwmat.org)
e.g. f.surname@kcs.bwmat.org and their password which will be sent to you via a text message later today.

How to set it up:

If you have an android, iPhone, iPad or tablet you can get the Microsoft Teams app in the app store.

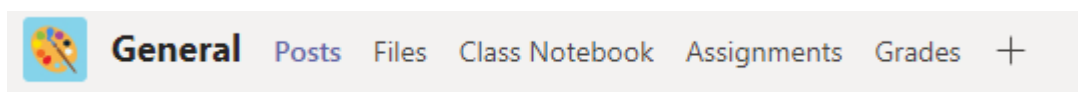
If using a desktop computer.

Login to 365.com <https://www.office.com/> Once logged in you should see a page similar to this:



When you have TEAMS up and running, on the left-hand side it will say **Teams** under which will be your class group and a 'general' channel.

The Teachers will post a good morning message and instruction for the day Monday to Friday at 9.00am. They will also upload the day's lessons- these can be accessed via the link or from the assignments tab on the top or side tool bar.

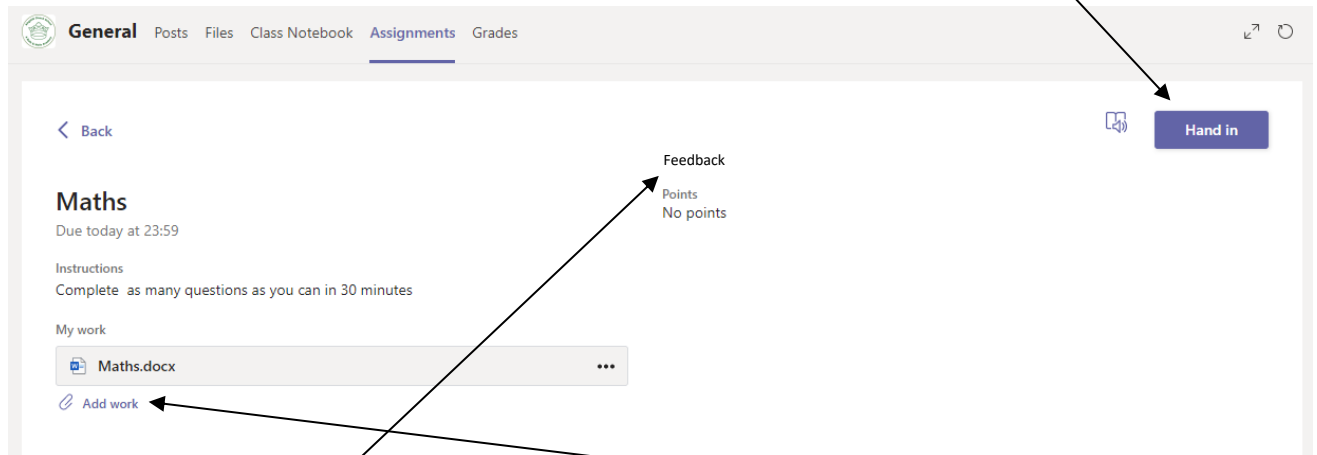


They may also add work under the files tab.

Your child can reply and ask questions here. These will be seen by all members of the class.

Handing work in and getting feedback from your teacher

If the work was completed directly on to the assignment just click the hand in button



To attach work, click on the relevant assignment and then select **Add work**. This could be a word document, PDF, PowerPoint or a photo.

Make sure you click **Hand in** once added. You will have the option to **turn in again** if you need to edit and re-upload an assignment.

Feedback once given will appear to the right of each handed in assignment.

If you prefer, or your child is unable to complete and submit their work on the learning platform, you can email completed work or a photograph to your teacher via email home.learning@kcs.bwmat.org or office@kcs.bwmat.org Please put your class TEAMS and your Childs name in the subject. You can also keep any work safe and hand it into your Teacher when the school reopens.

We will put class work on the website under the Home Learning tab. This will only be during School shutdown or class isolation due to COVID-19.

To enable this to run smoothly and to ensure the platform is used safely, in line with online safety and safeguarding expectations, there are a few **dos and don'ts** that we would ask you to follow:

Dos

- Do supervise your child when signing into TEAMS for the first time, at least.
- Do check your child's TEAMS page to ensure they have access to the work set by their teacher – contact school via office@kcs.bwmat.org if this is not there.
- Do supervise your child on TEAMS where possible, especially if they are in the younger year groups and in the initial stages where they will be getting used to using the platform.
- Do encourage your child to keep up with the tasks set and celebrate their success.
- Do email the school at office@kcs.bwmat.org if you have any concerns or problems when using TEAMS. We will endeavor to respond as quickly as we can. Please be patient as there may be a lot of enquiries at any one time.

Don'ts

- Don't panic or allow the TEAMS work to cause undue stress at home. If the workload is too much, do what you can and ONLY that! If TEAMS is not for you or your child, then feel free to do the website home learning.
- Do not allow your child to post unnecessary "chat" or silly comments in their TEAMS space – Teachers are able to block children if they are misusing the resource. Comments made by the children/teacher in the *general TEAMS space* will be seen by everyone, so it is very important that these comments are appropriate and relevant. Please discourage your child from using the space as a general chat room. Pupils will not be able to use this email to email outside of the organization and should not try to use it to email each other. ALL emails are monitored and recorded.
- Do not use your child's TEAMS space to directly message the teacher – this space is to be used by the teacher and pupils ONLY (however parents of younger children may need to scribe for them). If you, as the parent/carer have questions or concerns then please contact either via office@kcs.bwmat.org or home.learning@kcs.bwmat.org in the agreed way and we will get back to you as soon as we can.

We hope that you find TEAMS accessible, useful and beneficial in supporting your child's home learning during this challenging time. *This is a new and evolving process for all staff too so we ask that you be patient and give us the time and space to get things right – this will inevitably mean we make some mistakes too, so we ask that you recognize this may happen and bear with us while we work to put them right.*

I hope that next week proves successful for our launch of Microsoft Teams for our pupils. Thank you for your patience and understanding as we try and get this system up and running successfully.

Take care everyone

Mrs Thomson.