

Dear Parents and Guardians,

We are writing to inform you of our remote learning plan. As your child belongs to a bubble, which is now isolating you will be referencing scenario 3 from the [remote learning plan](#). This is attached to this email and can also be found on our website under “Remote Learning Guidance”.

Your child will need to look at the Timetable, which will be uploaded into the Year 3 Sharepoint folder. You will need to access their Office 365, which they have been using for homework. There is a video [here](#), showing you how to do this, which is also on our website. In their sharepoint folder, there will be a folder dedicated to “Remote Learning”. Here you will find all documents (timetables, tasks, resources, etc) uploaded to support your children with their learning from home. You must be logged into your year 3 child’s account, not any siblings’ accounts.

Help Videos

A variety of help videos will be uploaded to your year group Sharepoint to support children with accessing work, organising folders, uploading and saving their work.

Timetables

Timetables will be uploaded the day before, indicating when Teams meetings will take place. It will also give an overview of the days learning. This will also provide structure to their day and support them to organise what they need to do for each activity/subject. These will also be emailed in the year group Outlook group the night before.

Meetings

Virtual meetings will be held with the children at least twice a day via Teams. All children have got access to this via Office 365. They will be invited to meetings by their teachers/staff, where they will discuss their learning and attend group meetings. Here, teachers will model work when appropriate and children can ask question if needed. The meeting invitations will be accessible through their email (Outlook) and on their Teams site via Teams through office 365.

By clicking the 12 dots on the top left hand side of the screen, you will have access to all platforms provided by Office 365, including Teams.

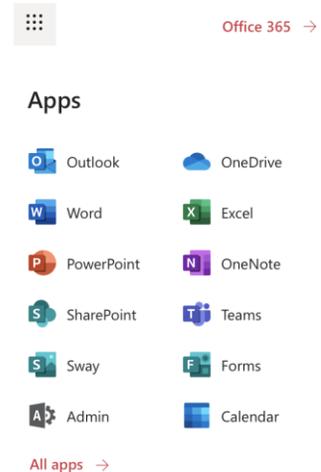
The invite to the Teams meeting will appear in your child's Outlook via an email. Here, they can click the link to join. It will appear like this...

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)



Alternatively, clicking on the Teams option on the menu bar will take you onto the Teams site where you can see when meetings have been scheduled.

These will take place twice a day. Once in the morning to discuss the day, activities and to model any learning for the morning and once in the afternoon to model learning and share instructions for the afternoon. **Your child must be in attendance at these meetings** (unless they are ill) and a register will be kept for each meetings. If your child is unable to attend due to illness or complete their work please contact the relevant member of staff for your year group or the school Office. If your child needs to ask a question or contact a member of staff throughout the day, they may do this via Outlook using Office 365. Additional, teams meetings may be organised depending on circumstances. These may be delivered by another member of staff other than the their teacher to support learning.

Behaviour

Please make sure that your child follows the expectations outlined in our remote learning plan and our remote learning policy. These involve: using technology appropriately, being dressed appropriately, being in a suitable environment to take part in their meetings/do their work, etc. **We will not admit anyone to rooms that are not using the correct Office 365.** If attendees are not meeting expectations outlined, they will be removed from the meeting. Expectations also apply to the use of email. Office 365 is for accessing and engaging in learning. Please remind children that this is not for them to communicate with their friends or talk peer to peer. Also ensure that children do not record or take images while using Teams.

Saving Work

Each child has their own saving folder. Here, they can share work that they complete on the Office 365 platforms (Word, Powerpoint, etc). They can also upload images to demonstrate learning if they have

completed work on paper or in other ways such as designing something. Children will be advised in what ways they should record their work and what platforms to use via instructions (timetable or during Teams meetings). It is important that children are saving their work to demonstrate their learning at home.

Marking and Feedback

Staff will be checking in with children in a variety of ways: via Teams, through email and in some cases via phone calls. Feedback will be verbal, potentially written in email or alternatively will be provided on their return to school, which will inform next steps of their learning.

Invites will be sent via email to Year 3 accounts and on the shared conversation on Outlook. Please take time to have a look at the daily timetable before attending.

Regards,

Miss Cotterill