

## Springfield Primary Academy

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Principal: Mr A Willett



Care, Collaboration, Challenge

Monday 18<sup>th</sup> January 2021

Dear Parent

### Use of Microsoft Teams for Remote Learning

Once again, thank you for all your hard work in supporting your children learning from home. We really do appreciate all the effort that is going in to trying to maintain some small sense of normality for our children.

We are continually reviewing our remote learning offer and looking at ways that we can improve it. With that in mind, we would like to use Microsoft Teams to deliver some virtual contact sessions for our children learning from home. Currently, each child in Years 4, 5 and 6 has a school email address, using their first and last name e.g. [john.smith@springfieldacademy.net](mailto:john.smith@springfieldacademy.net) and the password that they use to log on to a school laptop should give them access to Microsoft Teams. If your child cannot remember their password, then please contact your child's class teacher. We are working to ensure that all of our children have a school email address in order to give them access to Teams, but please be patient with us as we set this up.

These sessions will be for the children at home to meet with their teacher, once a week, to gain some face-to-face support. It is not our intention to begin live streaming lessons on a daily basis, but to try and give a little extra, visible support for our children.

In order for this to happen, there will need to be some set-up required on whatever device your child will be using. You will need to download Microsoft Teams Desktop version for computers, or the APP version for other devices.

As with most things in the present climate, we are venturing out of our comfort zones and trying new things. Please bear with us as we set this up and try it out. The live sessions will be short, but will give every child an opportunity to talk if they would like to.

Please read through the Microsoft Teams Protocol.

- Children must be dressed appropriately at all times
- Children must be in a communal area whilst on the meeting, not a bedroom
- Children are expected to behave in the same manner as they would in a school classroom. Unacceptable behaviour may result in the child being removed from the virtual group setting
- Following our safeguarding protocols, all virtual sessions through Microsoft Teams will be recorded. Children's backgrounds should be blurred using background options on Microsoft Teams.
- Where and if possible, an adult should be nearby whilst children are in a virtual classroom, but please note, these sessions are not for adults to ask questions of the teacher. If you have any questions, please get in touch with your child's class teacher on Class Dojo.
- All meetings will be scheduled by a staff member. These may not be at a regular timetabled slot, due to other commitments.

- The use of the Microsoft Teams pupil login is to be used for the sole purpose of linking home to school. The use of a pupil login for any other purpose may result in your child's account being suspended.
- Your child must join the meeting with their camera on and the microphone muted.
- Your child must only unmute their microphone when asked to.

Thank you once again for your support and your patience whilst we set this up.

Yours faithfully

A. Willett