



Thursday 15th October 2020



REMOTE LEARNING

Dear Parents and Carers,

With the ongoing COVID-19 pandemic, there is a possibility that – at one point – you may need to self-isolate as a family or we may need to close a class ‘bubble’. In the event of this, we want to be sure that we can continue to deliver our curriculum to pupils in the most efficient way. To do this, we will be using *Microsoft Teams* to host online learning as well as provide feedback and organise virtual meetings with classes.

Your child (in Year 1 through to Year 6) will have been provided a login to *Microsoft Teams*. This involves them using their school email address and a temporary password to access their class ‘team’. This password does need changing upon the first login (you will automatically be asked to do so unless your child has already changed it in school). Please make sure that your child makes a note of what they change their password to, as they could take a few days to be able to reset if they are forgotten. Pupils in Year 3-6 should already be familiar with their login details – please ask them about it at home! Logins for pupils in Year 1 and Year 2 will be emailed home by the end of this week.

Microsoft Teams can be accessed from a range of devices and we have produced and attached a separate document detailing the minimum system requirements. It can be used as a web version or as a separate app, but please note that children accessing this from an iPad will also need to download the *OneNote* app to complete work digitally.

Pupils in Key Stage 2 have started to build some familiarity with *Microsoft Teams* in school and teachers will continue to support this over time. Each pupil has their own ‘Notebook’ on *Microsoft Teams* to complete their work. This can be typed into the Notebook or can be done by hand and photographed (and then uploaded).

We appreciate that, to us as a school community, this is a new platform and way of working, so we expect there may be some teething issues. We advise pupils to try accessing *Microsoft Teams* at home and familiarising themselves with it. Over time, staff will be setting small tasks for pupils to complete on *Microsoft Teams* so that they can build familiarity.

For our children in Reception, their remote learning will be hosted on *Tapestry*. To access this, parents simply need to log into their *Tapestry* account and the learning will appear as a notification. This will be available every week but only needs accessing if your child is self-isolating. Parents can upload the child’s completed work as an observation or can comment directly on the post. Staff will then be able to feedback to pupils.

Alongside *Microsoft Teams* and *Tapestry*, we will still be expecting our pupils to use *Bug Club* for reading and *Times Table Rockstars* (Key Stage 2) to continue learning and practising their multiplication tables. *Letterjoin* can also be accessed for pupils to practise their handwriting (the generic login for this is found at the bottom of this letter).



From next week, learning will be accessible remotely for each class on *Microsoft Teams/Tapestry*. This means that, if children are isolating at home, work can still be accessed online. Please note, however, that unless the whole class 'bubble' is closed, the teacher will be working full time in school. This means their time to respond to individual questions from those isolating will be limited.

Also below are some help guides for accessing *Microsoft Teams*. Many questions can be answered online but, if you do encounter any issues that you seem unable to solve, please do not hesitate to get in touch.

A copy of our updated Remote Learning Policy can be found on our school website under the 'Policies' section.

As always, thank you for your ongoing support during these tricky times. Although we are unable to invite you into school, please do contact us via telephone on 01507 327393 or email enquiries@grimoldby.lincs.sch.uk, if you have any questions, comments or need any support.

Yours faithfully,

Antonia Brooks

Headteacher

Logging into Microsoft Teams: <https://support.microsoft.com/en-us/office/sign-in-to-teams-ea4b1443-d11b-4791-8ae1-9977e7723055>

Using Class Notebook in Teams: <https://support.microsoft.com/en-us/office/use-class-notebook-in-teams-e0f77c27-155f-4d4c-83e8-c8e7e5ca9233#ID0EABAAA=Students>

www.letterjoin.co.uk

Tablet Edition

User name: eg1573
Swipe code: A capital 'L' shape starting at top left.

Home-School Account

User name: eg1573
Account Password: home