



# Avonwood Primary School

The best in everyone™

Part of United Learning

1 October 2020

To the parents of:-

Dear Parents

As mentioned at our curriculum events last week, I have been reviewing our existing remote learning strategy and looking for ways to further improve our provision from the summer term. With this in mind, we will be introducing some live lesson elements to our remote learning timetable using the Microsoft Teams platform.

**Please see below a new Microsoft Teams username and password for your child:-**

Username	Password
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**Please keep these details safe, ready to use if you require to access this platform from home.**

For ease of use I would encourage you to download the Teams App onto the device that the lessons will take place on, but you can also join straight from a web browser using the meeting link. Some advice on joining a Teams meeting can be found here: <https://bit.ly/3eR95Hh>. If you are considering buying extra devices (possibly Christmas presents) then I would suggest something like a Chromebook with an old fashioned keyboard and internet access.

We intend to go live with this plan from **Monday 5<sup>th</sup> October**

## **Remote Learning Over Teams – EYFS and KS1**

These children will need to be supported with their learning by a parent at home. We appreciate this may be challenging for working parents, so are asking the following:

- Open teams at the start time for the school day, the class teacher will greet the class and talk about the day ahead.
- Receive any work over the teams platform to complete during the day (likely to be a Maths, English and Phonics).
- Open teams at 13:00 to check in on tasks and be given an afternoon activity.
- Open teams at 14:45 to listen to the story at the end of the school day.
- We will also send a pre recorded assembly video once a week.
- Work will be completed inside the homework exercise book or submitted electronically over teams.

Precise timings will be provided by the teaching team as they may vary from year group to year group.

## **Remote Learning Over Teams – KS2**

The expectation is children from Years 3 to 6 will be able to work independently whilst supervised by an adult nearby. Our intention is for these children to complete a full school day, mapping almost exactly to our curriculum where possible. A day working from home should look like the below:

- Launch teams at the start time for the school day (e.g. Year 6 at 8:30am). Greeted by the class and part of plans for the day ahead.
- Follow the timetable attached to this letter, having break and lunchtimes as per the normal school day.
- Receive any work over the teams platform to complete during the day.
- Open teams at 14:45 to listen to the story at the end of the school day.
- We will also provide a prerecorded assembly video once a week.

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## **Headteacher: Chris Jackson**

Avonwood Primary School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12.  
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During weekly teacher planning time (normally 1 afternoon or morning) a different activity will be provided over teams to complete at home. Year Leaders have a small amount of additional management time, during these slots a different teacher in the year group will set work through the year group team rather than the class team. Year Leaders will make any adaptations to the timetable clear in their weekly newsletter.

Below are expectations of how the children should participate in these meetings to ensure that the whole class can contribute and that they are safeguarded. We will discuss these expectations in the first meeting, but please also discuss these in advance with your child.

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas; for example, not in bedrooms and, where possible, be against a neutral background.
- Think about what may be in view in the background; for instance, photos of a beach holiday, so that it does not intrude on privacy.
- Language must be professional and appropriate, including any family members in the background.
- Parents must remain in control of electronic devices and remain within earshot when children are in contact with teachers, for safeguarding purposes.
- Any broadcasting should only take place at the agreed time under the supervision of the teacher.
- Parents are asked to respect the teachers are broadcasting from classrooms so to refrain from interrupting or asking public questions.
- Microphones / cameras are set to mute and off as default, switching them on when directed to do so by the teacher.

Children will be asked to mute their microphone and unmute it when they wish to speak which helps the quality of the call. Teachers also have the power to mute all participants. The teachers will ask questions to specific children to aid the flow of discussion as well as giving every pupil the opportunity to speak.

At present, Teams meetings can be accessed at any point during the day even after the teacher has left the meeting. Microsoft are working hard on a fix for this but, in the meantime, we ask for your support in ensuring that your child does not access the meeting outside of the times advertised above.

For their first meeting there will undoubtedly be a lot of excitement about seeing each other and their teachers, but we expect the children to soon settle and be able to listen and learn effectively.

This is a step into the future for Avonwood primary school so I ask you to be understanding of any teething issues. Where we are experimenting with this you may notice subtle differences from different classes, some teachers may broadcast themselves at the front of the class while others may prefer to screen share with voice overs. It's likely that the frequency of live segments and contact with the teacher will grow over time, but also reflect the number of children in school versus at home. Please bear with us and know our teachers are doing their best to adapt to this new world.

An email will be sent home this week with an expectations poster, our online learning code of conduct and our brief parent guide. I suggest all parents download the teams app and sign in with these details ready to utilise if required. If you have any questions then please do get in touch.

Thank you for your ongoing support,

Mr Jackson  
Head Teacher

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