



16 September 2020

Dear Parents and Carers,

### **Remote learning – Microsoft Teams (Year 1-6)**

Due to COVID-19, there may be times when pupils need to be absent from school due to self-isolation or while waiting for test results. While pupils are spending several days away from valuable learning which is no fault of their own, we want to ensure they still get the opportunity to learn the same knowledge and skills that their class is receiving in school.

To ensure this, we are providing remote learning opportunities in line with Government guidance. Remote learning will be available via Microsoft Teams. As a Trust, we have chosen Teams as it can be used on multiple devices, including smartphones, laptops and tablets via the app or web browser.

Each week, your pupil's teacher will upload a selection of learning tasks to complete. They will include several videos to support understanding and worksheets that they can complete. At present, we are only focusing on Maths and English, but we will be expanding this option as the term progresses. The learning that is offered online, is the same learning that is happening in the classroom, as we do not want your child to miss out.

In school this week, pupils will be given their Teams username and password. In their computing lessons over the next 5 weeks, pupils will learn how to access Teams and use a range of its features including creating avatars and assignments, as well as uploading and downloading items.

If your child has to stay off school because of self-isolation or because a year group bubble has closed, pupils will be able to continue to learn online. If your child is absent because of an illness, there is no expectation for your child to continue with remote learning.

To access Teams, you need to use the following link <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>. You will be able to use the login and password your child has received to log in to their Teams year group to access their learning.

If your child is currently self-isolating and has not been in school, your login and password will be emailed to you. When you first sign in, you will be asked to change your password. We ask that you email the school at [admin@dsatparkland.org](mailto:admin@dsatparkland.org) or use class dojo, to notify the class teacher of the new password so that in the event of forgetting, we do not need to reset your account.

Below is a video link outlining what Teams is and how you can log on to the system. Please also find attached a guide on how to access learning in Teams and how to report any E-Safety concerns regarding Teams.

<https://www.microsoft.com/en-gb/videooplayer/embed/RE4rrKE?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-gb>

Many thanks

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