



2021 School Lockdown - Parent Update

TEAMS Information

Dear parent/carer,

Thank you for your support and patience as we move to our learning online. We are very appreciative of the efforts you are all making to access TEAMS online learning, when many are unfamiliar with it.

As expected we have had some teething problems this week which we are trying to sort out and a few issues arising when families aren't used to online meetings. Children must remember that they should behave in the same respectful way as would be expected if they were in school.

We would be grateful if you could note the following points:-

- As Microsoft Teams is in high demand across the country, we are aware that their systems are running slowly at the moment. When your child clicks onto any work, they must be patient and allow a few minutes for the document to open.
- We have been asked if the children are able to print the work out to write on. If this is how you wish to work, we are happy for you to do this. An alternative would be to use paper provided by school, or a notebook you have at home to record your answers then the worksheets don't need printing. If you choose to use these methods, please take a photograph of your child's work and upload it to the assignment section on Teams. This is easy to do using a mobile phone or tablet with the Teams app downloaded.
- Please ensure your child does not make any calls or try to start a meeting when they log on. They must wait for the teacher to call them and then "join" the meeting. A few children have managed to start their own meetings !
- Please remember your child must not be left alone in the room while participating in their meetings and they should be properly dressed in daytime clothes (no pyjamas!).
- Please remember that the children in the meeting may pick up whatever is going on in the background of your home– so parents need to be careful of their own conversations and definitely no swearing !!
- The children should not use TEAMS as an online social chat platform. Chat should be related to the learning taking place and nothing else . Also children must not use TEAMS to try to chat with their friends in the evening when the school day is over, although they can access their learning during the evening if they wish.
- Although we need an adult to monitor their child's participation, please remember that the meetings are for the teacher and the class , so please can parents not use these times to ask questions of the teacher. This can be done separately via an email or phone call.
- Our daily online meetings are dependent on sufficient available staff in school so occasionally we may need to inform you that meetings are cancelled. We will avoid this when at all possible. Teachers by law must have their weekly PPA time (Planning, Preparation and Assessment non contact time). It may be that there is one afternoon each week that there will be no online meeting to allow for this, depending on staff cover. The children will still have learning to complete during that afternoon, if this happens. We will let you know if this is the case.

We have added a copy of the “Getting Started” with TEAMS guide to the website and we have a zoom online drop in session for parents tomorrow to try to resolve any issues you are having with TEAMS access or online learning through TEAMS. If questions can’t be answered straight away we will make a note of them and get back to you with the answer asap.

Please don’t hesitate to email the class teacher or ring school with any problems you are having with Teams and we will continue to try to resolve these.

Thank you for your ongoing support.