



31st January 2022

Dear Parents/ Caregiver

RE Remote learning information

From Wednesday 2nd February until Friday 11th February, your child's teacher (in years 2-6) will be using Microsoft Teams to assist in the delivery of a remote learning programme. To access this remote learning, your child's teacher will be sending you:

- Instructions on how to join Microsoft Teams (I-pad or Lap top).
- Your child's username and password for Microsoft Teams.
- Folders where your child's set work is located
- A 'calendar/timetable' for each week, outlining the learning programme.

We are following the Department for Education's (DfE) 'remote learning guide for schools' in setting up our remote learning programme. The remote learning programme is designed to be a *blend* of work that your child will independently work on (programmed by the teacher) as well as two daily 'check ins' that will be 'live' on the video chat, and run by the teacher. This is where the teacher can provide feedback or answer specific questions on work that has been set. Specialist teachers will also be providing a programme and these will be located in labelled folders in Teams. If your child has any questions or clarifications during the school day the teacher will be able to be contacted either through 'Teams' or through your teachers' communication platform (eg class Dojo, Seesaw etc.). Remembering your child's teacher has a whole class of students to support online, so they may not get back to you immediately, but will endeavour to get back to you as soon as possible.

During the designated class check in times, *we ask that parents do not talk or interrupt the lesson/ check in* as this time is precious time between the teacher and your child (helping with technical issues is ok of course).

Teaching is traditionally a 'face to face' and 'in real time' profession. Delivering a 'remote' learning programme is something that is relatively new to teachers so we appreciate your patience and understanding as we navigate our way through the two weeks. If you think you need further technical support for your device for remote learning, please let your teacher know and our ICT technician can contact you to try to assist. The Education Department are also setting up an ICT helpline as well and as soon as this number becomes available we will send it out.

Please note your child's remote learning programme **may not appear in the Team's folder until late Tuesday afternoon** as they are uploaded to the platform. Please use your child's teacher as the first 'point of contact' during remote learning, should you have any queries/ questions.

Thank you

Kind regards

David Cowles
Principal
Mawson Lakes School

