 

**The Woodlands Federation**

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08.01.21

Dear Parents and Carers,

I hope this letter finds you well and coping with the current situation. I am writing to explain how our new Remote Learning platform (Microsoft Teams) will work to allow you and your child to experience, as close as possible, a day at school.

We decided to use Microsoft Teams as it allows us to keep all aspects of online learning in one place to make it easy for you and your child to access all they need. As mentioned in a previous letter this platform is recommended by the DfE and used by many schools throughout the country. Later on today you will be receiving a user name (\*\*\*@woodlandsfederation@staffs.sch.uk) and a password individual for your child so that you will be able to log onto the Microsoft Teams App on Monday to access your remote learning.

You will also receive a set of instructions showing you how to install, log in and use the basic features of Microsoft Teams that you will need next week. There are a couple of common issues which I will mention below that often cause problems when first setting up. If you find you are still having issues, then please contact me and I will do my very best to fix them for you.

* *I have mentioned this in the instructions but, to prevent issues with Teams use, please only download the desktop, standalone Teams App (Please avoid using the Office 365 suite).*
* *If you use Microsoft Teams and Office 365 for a personal or work account, make sure you fully sign out before trying to sign in with the school account.*

Below I will describe our expectations for Remote Learning; highlighting what you should expect from the us and what we need from you to meet with the DfE’s current requirements. This is a shift from the previous expectations from the last lockdown of edu-care to education during this current lockdown. Do not worry about the list, if you are finding it a challenge then please let us know and we will do our utmost to help you and your child to have a successful and enjoyable remote learning experience.

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| **What to expect from Woodland’s Federation Remote Learning** |
| **What to expect from School** | **What School expects from you** |
| * 5-minute recorded introduction to the day’s tasks. Uploaded to the class Team’s site by 9.00am.
* A plan for the day/ week uploaded into the appropriate folder with links and resources required.
* Links to direct to good quality online resources and video lessons- such as Oak Academy etc. linked to your child’s learning.
* Personal feedback provided several times per week via messages on the pupils’ work.
* Live catch up meetings will be arranged and pupils will receive an invite. So all of the class and teachers can meet virtually- At least 1 meeting per week
* Recorded story sessions by teachers or other staff.
* Teachers will monitor engagement and contact you if there is an issue.
* Teachers will inform Headteacher and Senior Teachers of excellent work.
* Golden Assembly on a Friday afternoon to celebrate achievements and news. Recorded and uploaded to class areas.
 | * Ensure Teams App is downloaded on to the device to be used.
* Assist your child/ren to access the Teams site
* Keep the usernames and passwords secure.
* Remind your child/ren about appropriate use of the Teams site- language used in chats, reporting anything that concerns them
* Assist pupils with their work and to upload pictures or documents to the appropriate folder. (Name work using child’s first name and initial)
* Inform the school if you have any technical issues with Teams or difficulties with the work set.
* Inform the school if your child/ren are unwell and cannot complete the tasks for that day.
* Most importantly- ENJOY- working alongside your child/ren. Celebrate mistakes as well as successes.
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This letter and all instructions can be found in the remote Learning section of both schools’ websites. Although the situation we find ourselves in means we have to work remotely, the staff and I are determined to keep our sense of community and family as strong as can be during this lockdown period. To help with this, from next week, I intend to record a Friday celebration assembly to celebrate achievements and share news. Please send in any exciting news and teachers are letting me know of excellent work that I can celebrate with you and your children.

As always, take care and keep well. Do not hesitate to contact me if you have any worries or concerns.

My very best wishes



Mr Jason Gathercole