

Queen's Inclosure Primary School

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Dear Parents/Carers,

Further to my letter dated 7th January, we are pleased that, despite a few teething issues, the system for sharing learning with our children at home has worked effectively using the Year Group email accounts. Teachers have been delighted to receive learning from the children and be able to respond directly to parent's questions and support them in whatever way they can.

We are also pleased to inform you that we are now ready to introduce the use of Microsoft Teams (Teams) as our platform for online learning. Following the transfer of our emails from HCC last Friday, we are delighted that our current provider has been able to create school email accounts for all of our children and set up our Teams environment so quickly. **All parents should receive a text message, through the T2P service, specifying their child's email address and password** – this may take some time to come through, so please do get in touch with us after 9am on Tuesday 19th January if you do not receive this information.

We appreciate some parents have an understanding of how to use Teams already, but for those parents who haven't, we have created a user guide to help set up the use of Teams at home. We have also created a simpler version for the children, which you can share with them. These will be emailed to the parents and are available on the '**Learning from home during lockdown**' page under the '**Our Learning**' tab –

<https://www.queensinclosure.hants.sch.uk/page/?title=Learning+from+home+during+Lockdown&pid=160>

Once you have received the User Guides and your child's email address (which is their username for Teams) and password, we encourage you to log on with your child and familiarise yourselves with the platform. Alongside these documents, we have included a protocol which we would be most grateful for you to read and discuss with your child. This is essential for them to understand the rules (and restrictions) they must adhere to in order to enable us to use Teams safely and appropriately.

This week, our teachers will be uploading different documents and trying out some of the functions Teams has to offer – the plan is that we will ask the children to try something different each day. This will include, accessing learning materials through Teams, using the chat, trying out a quiz sheet, opening and 'turning in' an assignment and, hopefully, scheduling a short 'interactive' session, where the children log in with their teacher in real time. Teachers will include the trial activities in their daily learning overviews.

This is our chance to test out Teams to see what works best from a school perspective and for you at home to familiarise yourself with the system too. We will try to help and support you as much as we can, so do let us know if you are having problems. In the first instance, please use the Parent Guide and if that doesn't help you solve the problem, please email your Year Group teachers for further assistance.

We will also be sharing all the information regarding the learning for the week in Teams under 'files – class materials – weekly folder'. This will be identical to the learning sent through our Year Group emails and will include links to videos of our staff teaching the new learning

alongside written explanations, instructions for tasks and QI designed activities as well as links to commercially available opportunities. We will also include on the weekly overview, a suggested timetable which will provide between 3 and 5 hours of learning activities each day.

By next week, Week 4 (25th to 29th January), we aim to be exclusively using Teams for sharing learning with our children. We will continue to email parents the weekly overview on a Sunday and, of course, provide printed packs of learning for those who have requested this. Please can we ask parents to spend some time reading the learning Overview every week, as a priority. This is the most important document which explains the learning tasks for each day and directs the children to further online support.

We are conscious that not all children have access to a device at home, and that some parents who are working from home, use the same device. If your child does not have access to a device at home for learning, please let us know, via the 'Contact Us' form on the website <https://www.queensinclosure.hants.sch.uk/form/?pid=2&form=222> if you haven't already done so. We cannot promise to be able to provide a device but will do all we can to help. If we receive further information to help parents with technology then we will, of course, share this with you.

It's been wonderful to see the children's engagement with their learning so far and we hope that using Teams will help develop the children's independence and maintain their motivation and enjoyment.

Yours sincerely,

A handwritten signature in purple ink that reads "J Allen".

Mrs J Allen
Headteacher