

Newton Burgoland Primary School

Remote Learning Information

including

An introduction to Microsoft Teams
for Parents and Children

Principles for Remote Learning

High quality remote learning cannot replace or replicate face to face teaching in school but it can:

- Enable pupils to continue learning across the curriculum
- Be focused on aspects of learning which can be accessed independently by pupils (e.g.: recalling key facts, mathematical practice, reading and skills practise)
- Keep our school community connected
- Make good use of available high-quality resources, including Oak Academy lessons and DFE phonic lessons so that teachers can focus on supporting and assessing learning rather than duplication of resources currently available
- Offer a structure for learning tasks so that pupils are motivated to complete work at a reasonable pace
- Provide opportunities for provision of feedback to pupils, including praise, to pupils
- Provide clear information for pupils and parents on how and when to communicate about learning tasks
- Recognise that not all pupils have easy access to on-line learning- seeking to reduce disadvantage rather than create it.
- Ensure privacy and confidentiality is maintained (school staff, their families and pupils' families)
- Seek to avoid creating additional and unnecessary pressure on family life and relationships, during what is already a stressful time, wherever possible
- Support, age appropriately, pupil development of learning habits
- Seek to avoid a reliance on screen time

Teacher, parental and pupil feedback from the summer term lockdown and our assessment of pupils this autumn term has indicated that:

- For many, but not all, children the remote learning strategy employed in the summer term worked well-learning was retained and children were ready to return to school.
- Some paper based materials are helpful as families are sharing devices
- Provision of a suggested timetable would be useful
- It would help some pupils to focus better, if they were able to easily hand in completed work
- Sharing of work done at home with teachers, via email, helped us all to feel connected
- It is not always easy for parents to juggle work commitments and children's needs- the reassurance from the school that no judgments would ever be made about what had or had not been achieved was appreciated

Going forward, to support you, we will be using Microsoft Teams in key stage 2 to share learning in the event of whole class or whole bubble isolation.

We are at the initial stages of using this platform to share learning.

Step 1: pupils are given an email address and password

Step 2: pupils logon with their parents at home and reset their passwords to something they will remember (note once you have done this we cannot retrieve passwords for you)

Step 3 Initial staff training

Step 4: pupils logon to the platform in school and learn about how it works, about the expectations around kind communication with others

Step 5 additional training as needed

Step 6 parents evening via teams

Please note that I have not given a time frame for the steps above as they are dependent upon the speed at which we can build pupil and staff confidence. Until the platform is fully launched we will continue to set work as we are now.

However, if your child cannot complete the learning set, please don't be concerned. Keep calm and try something else. We all have different strengths and talents-focus on something they enjoy-learn a new skill or take a break.

Support for working remotely

We understand that you may have some questions, that this technology maybe new to you- we will do our best to support you but we are learning too so please help each other where you can.

If you need additional information please email the office: admin@newburland.leics.sch.uk.

Please don't expect a reply outside of the school office hours- weekdays, term time 9-3.

Making learning at home successful

- **Keep a routine.** Set up a routine for each day to include breaks and lunchtime. Share the routine with your children- they can contribute to organizing the learning plan.
- **Praise positive learning behaviours**-resilience, courage when learning is tough, sharing, kindness, etc for more information see our website:
<https://www.newburland.leics.sch.uk/page/?title=Learning%2F+Character+Habits&pid=99>
- **Keep active every day and take breaks**
- **Share** information with your teacher about your learning- where you have watched something online you can choose how to record your learning.
- **Limit screentime.** It is important that children don't spend all their time online and they are completing other activities.
- **Be safe online.** Talk about how to stay safe online, talk how to make good choices online and about keeping personal information safe.

The following information has been adapted from a guide produced by Gary Roper from Christ Church (CE) Lichfield. Thank you for sharing.

How to access Microsoft teams

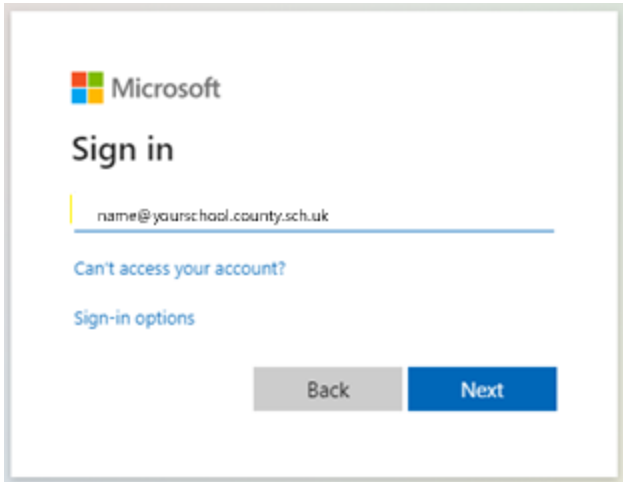
Teams can be accessed from the web browser, a desktop application or a mobile app.

<https://teams.microsoft.com>

Download Microsoft Teams for your desktop or mobile:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Signing In

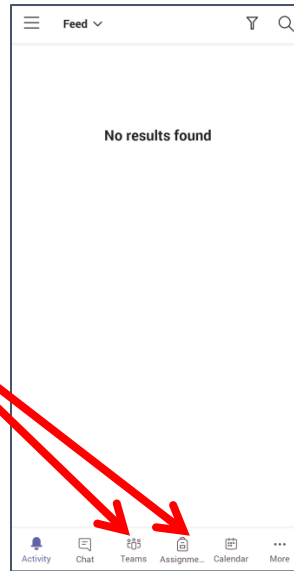
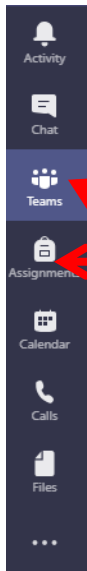


Children will log into Microsoft teams with their username and password (provided by their teacher once the platform is launched).

Navigating Microsoft Teams (desktop & Mobile)

Primary navigation appears on the left hand side of the screen (bottom on iPad and mobile devices) and includes the following icons: Activity, Chat, Teams, Assignments, Calendar, Calls and Files

Please familiarize yourself with the 'teams' platform in advance of the need to use it remotely.

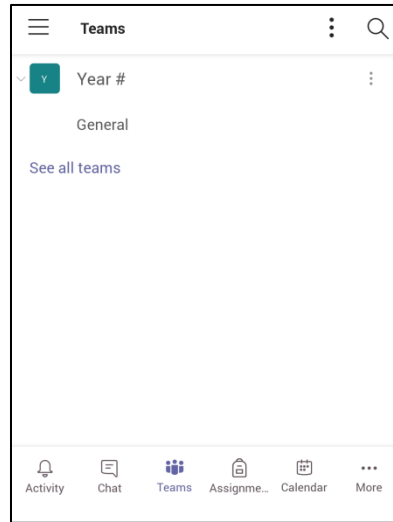
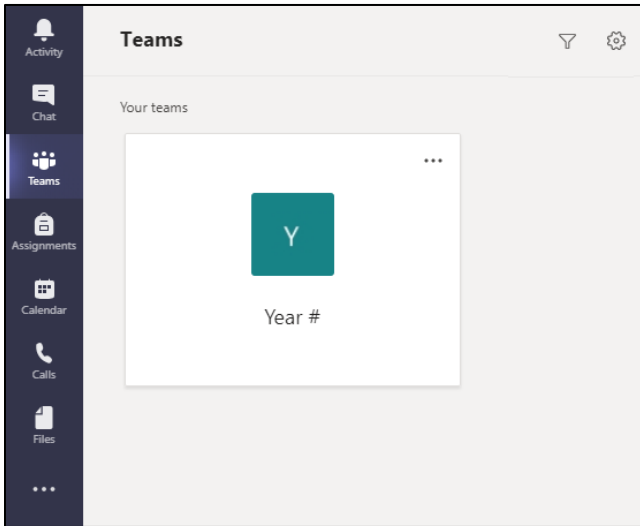


Children will mainly use the teams and assignments options

Team Desktop website/app

Mobile/iPad app (may vary on different devices)

Children will be part of a (Year group) team. To see which teams they are part of the children should click on the 'teams' icon.



Desktop website/app

Mobile/iPad app (may vary on different devices)

Thank you for taking the time to read this guide