



## Hemyock Primary School

Hemyock Primary School  
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8<sup>th</sup> October 2020

Dear Parents and Carers,

First, let me begin by saying a huge thank you for all of your support over the past few months with our online learning provision. Your supportive feedback has allowed us to develop this offer further and consider how we approach our new 'blended' way of learning for the new academic year. It is currently so lovely to have the children back in school and staff hope that this continues for as long as possible.

As you are aware, last year we introduced Google Classrooms and Tapestry across the school as a means of communication around learning and it was fantastic to see the wonderful work that was completed at home during full and part closure. Staff members at Hemyock Primary School really enjoyed communicating with your child/children during this time.

This year we face a different expectation nationally in our provision for learning. This new learning landscape requires us to provide your child with their education either in school or out. With the real prospect of isolation for families, local lockdowns or school closures we need to be ready to fulfil the best education that we can in all scenarios. Therefore, to further improve our home learning offer and provide more opportunity for collaboration, discussion, catch-up and also individual support we will be implementing Microsoft Teams across the school and the Trust. Microsoft Teams provides a wealth of opportunities to align our home learning and in-school provision. This form of blended learning will be implemented gradually across the school, in place of Google Classroom. However, Star and Sun Class will continue to use Tapestry as their main platform.

All children will be provided with a login to their classroom. This will be shared with them in school and also with you in the coming week. Teachers will show your child what their classroom looks like during an introductory lesson in school. As before, we are learning the landscape alongside you and we value your feedback whatever that may be. You can ask questions about Microsoft Teams through the Teams Help Channel inside the classroom once your child has logged in.

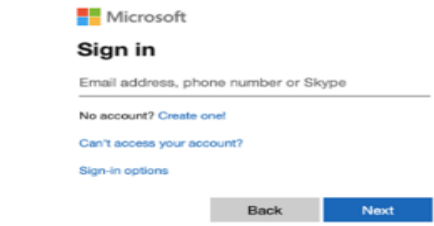
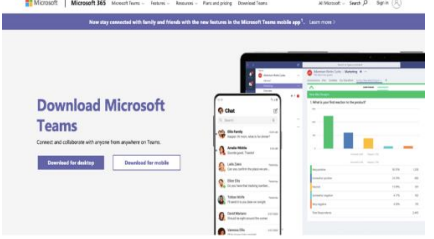
Thank you for all of the responses we have had to our Home Learning Questionnaire. This has allowed us to feel confident that any families without technology can be



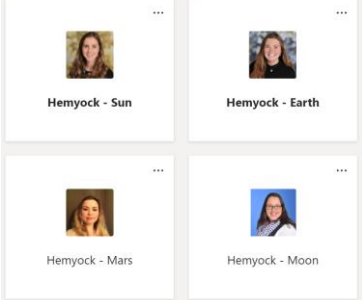
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contacted and supported should we need to do so. To access your child's **home learning classroom**, you have several options:

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|   | <p>You can access Teams via an internet browser using the following link<br/><a href="https://teams.microsoft.com/">https://teams.microsoft.com/</a></p> <p>After installing/opening the software you will need to enter your child's e-mail and password. These will be given to your child by their teacher.</p>  |
|  | <p>For a convenient and accessible solution, we recommend downloading the app. If you have an Android or IOS smartphone/tablet. Download the free app to your device from the relevant app store – just search for Microsoft Teams. On a PC or Mac you can download the desktop app from the following URL:<br/><a href="https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app">https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app</a></p> <p>After installing/opening the software you will need to enter your child's e-mail and password. These will be given to your child by their teacher.</p> |

Once you have downloaded the app or opened Microsoft Teams on your device you will need to follow these instructions:

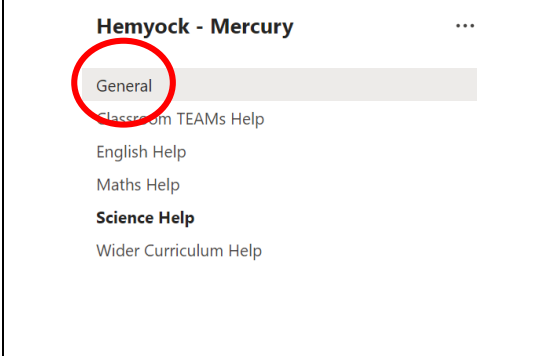
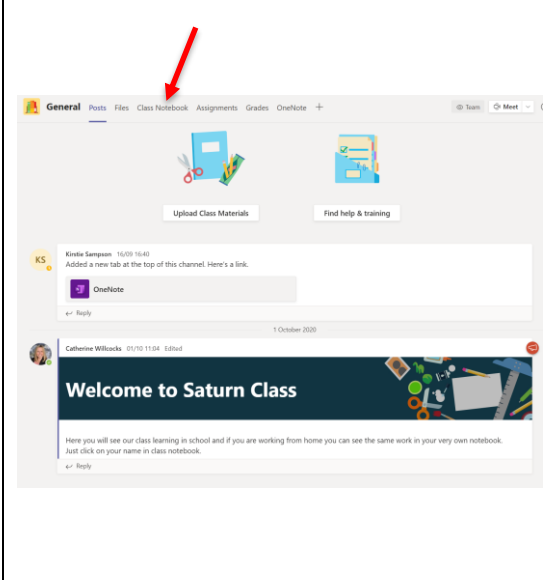
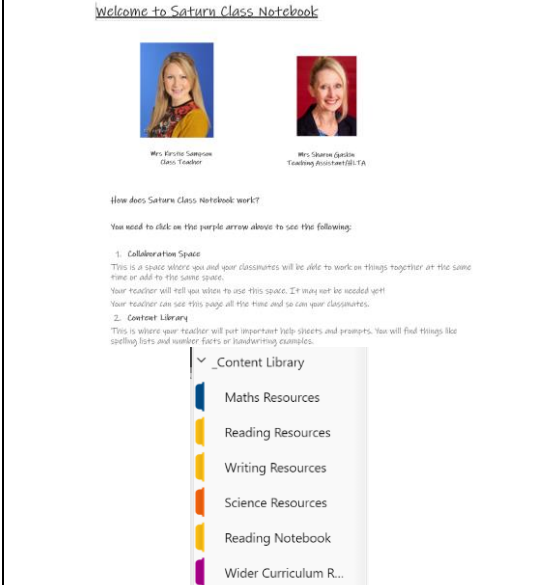
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|  | <p>Click on your child's class.</p> |
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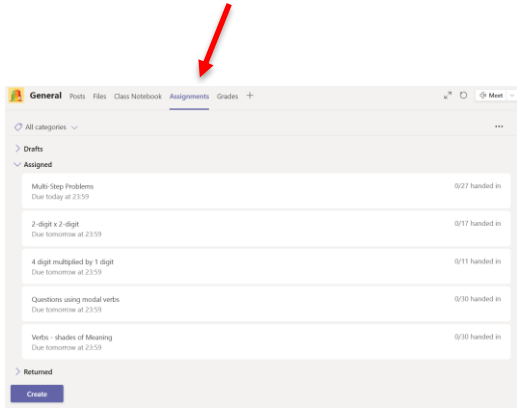
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|    | <p>Within this 'Team' (Class) you will see a channel titled 'General' above other channels. In the 'General' channel, you will see posts such as a welcome message. Your teacher will update this when necessary. In the 'General' channel your teacher will post any general messages or notices. The other channels are where your child can ask questions about their learning in each subject or about how to use TEAMS.</p>  |
|   | <p><b>'Class Notebook'</b><br/>This allows your child, <b>if they are at home</b>, to see the work that will have been shared with children at the front of the classroom.</p> <p>You will find this notebook on the tabs at the top of the 'General Channel'. Click this to open up your child's class notebook. Once you are in click on 'open in browser' or 'open in app' to view these notebooks more clearly.</p> <p>(If you want to use the app you will need to download the 'OneNote' app in the same way that you downloaded the TEAMS app.)</p> <p><i>This will all seem easier once you have done this a few times (honest!)</i></p>  |
|  | <p>Read the Welcome page which explains how the Class Notebook works.</p> <p>Here, the teacher will post current work, <b>if your child is not in school</b>, in the 'tab' with their name on it. Your child can record directly onto these pages in their tab if they wish. However, this may just contain information to read and complete and they may be directed to an 'assignment' instead (see below).</p> <p>There is also a tab labelled 'content library' which will build up over time with useful resources inside such as times table charts/common words/spelling patterns etc. These will be there to support all and cannot be changed as they are a shared resource.</p> |



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|   |   |
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|  | <p><b><u>Assignments</u></b></p> <p>In the 'General Channel' back in TEAMS there is a 'tab' called assignments.</p> <p>If you click on 'assignments' it will take you to a list of assignments that the teacher has set <b>if your child is not in school</b>. This is similar to Google Classroom. Your child can complete these and 'hand them in'. The teacher can see who has completed these and offer feedback where appropriate.</p> |
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Whilst this a new platform for all, I am sure that you will see, how Teams can give us some flexibility in how we can deliver learning in all potential scenarios. We are hoping to develop opportunities for children to learn how to edit notebooks, complete worksheets, answer quizzes, watch videos and more, over time, but for now we ask for your support for both us and your child in engaging in this new way of learning for all.

We will be looking at safe 'netiquette' with your children in school, whilst setting up their accounts and learning platforms with them. This new way of working is a learning curve for all of us and we will be introducing pupils to this gradually over the first term.

We appreciate your continuing feedback about our continually developing home learning provision for children at Hemyock Primary School. If you have any questions or queries regarding installing or accessing Microsoft Teams, please email the school office and a member of staff will be in touch to help. We will also place a help video on our website on Monday next week.

Thank you for your continued support as always.

Yours sincerely,



Catherine Willcocks  
Head Teacher