



# Birches First School

Believe, Grow, Succeed



Thursday 28<sup>th</sup> January 2021

Dear Parents,

We are excited to inform you that from Monday 1<sup>st</sup> February we will be moving onto the online platform *Microsoft Teams* for our remote learning.

From Monday, all remote learning tasks will be set via your child's Teams account (details to follow). Work will also be submitted in this way with teachers able to give feedback. The 'Remote Learning Offer' will remain the same with pre-recorded lessons and tasks being set daily. Whilst work will now be submitted via Teams instead of email, parents are still able to make contact with their child's class teacher via email should they have any questions or require support. To promote children's well-being we will also be introducing 'live' meetings. These meetings will be offered daily in Nursery and Reception and twice a week in KS1 and 2. Please see below for the timings for each class. Meetings will last approximately 15-20mins and will give the children the opportunity to see their friends and teachers, talk about home learning and share a story for example. Meetings have been scheduled to ensure siblings who may need to share devices do not clash. We ask that parents support their child as they get used to this new platform (although as we know, they will probably pick it up much quicker than some of us adults may do!) and supervise their child in line with the Code of Conduct.

Parents will receive an email from their child's class teacher by Friday 28<sup>th</sup> January enabling them to access their Teams account. Staff will be setting a 'have a go task' / 'practise' assignment to help children and parents become familiar with the process. Please note, if any parents haven't yet consented to the Code of Conduct via ParentPay we are unable to send their Teams details until this has been done.

We have prepared a guide for parents which we hope will assist you in getting started. You will receive this following this letter. Should you require any further support with setting up Teams on your device (smart phone, tablet or laptop) please get in contact and we will gladly help.

Best wishes

Mrs J Ferretti  
Assistant Headteacher / Curriculum Lead.

Online Teams meeting timetable from Monday 1<sup>st</sup> February;

Class	Mon	Tues	Weds	Thurs	Fri
Nursery	9.15am	9.15am	9.15am	9.15am	9.15am
Reception	9.45am	9.45am	9.45am	9.45am	9.45am
Year 1		3.25pm			3.25pm
Year 2		3.45pm			3.45pm
Year 3	3.25pm			3.25pm	
Year 4	3.45pm			3.45pm	