



Ancaster
Church of England Primary School
Monday 29th June 2020

Dear Parents and Carers,

Having spent the last few months providing home learning through ParentHub and ensuring that the stream of work for children is continuous and in line with what the taught curriculum would have been if all of the children were in school, we have decided to develop this further and utilise Microsoft Teams as a learning platform to host any remote learning.

The timing of this rollout might feel strange as we are fast approaching the end of the academic year and the announcements that are currently being made are intentions for all children to be back to school in September. Whilst we will support the decision for a full return if it is safe to do so, what we also must be aware of is the potential for further lockdowns either at a local or national level. So that we are in the best position moving forward, implementing the tools for remote learning now and beginning to embed the system will allow us to naturally use it as a resource should we need to in the future. We may even be able to look to use it for homework provision too if necessary.

On **Wednesday** this week, you will be emailed a direct message through ParentHub which will contain your child's unique username/email and password. This will allow your child to access Microsoft Office 365 (which also includes the use of Word/Powerpoint etc) which we now have access to for every staff member and pupil. These are the same credentials that the children will use in school to log on to our computers from now on. Please encourage your child to log in and begin to familiarise themselves-they have already been assigned to their year group class and their teacher that they have had throughout this year will be responsible for managing the team until the end of the academic year. In September, the team will then move to the new Class Teacher. A useful guide for parents can be accessed by following this link.

<https://support.microsoft.com/en-us/office/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-us&ad=us>

We have included the current Year 6 in this initial rollout as the children remain a part of our school until the end of the academic year and these resources and platforms will then be familiar with the children should they need to use them in their secondary school life. We can also use the platform to aid transition for secondary school and prompt discussions.

I have asked all staff to begin to use Microsoft Teams as a way in which we can all get used to using the platform over these last few weeks of the summer term. We will begin by posting challenges which will allow the children to interact with their Class Teacher and classmates, which we know is something that the whole process of lockdown has made difficult for everyone. It is important to note that there is a chat function enabled and users should be aware that anything posted online is done so knowing that every element of that posting will be able to be viewed by the Class Teacher/headteacher-please ensure that your children observe e-safety rules and only post when they need to, always being kind and respectful and ensuring that the platform is not abused in any way.

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If we feel that a child has posted in a way that we deem to not meet our high expectations of pupils at Ancaster, we will limit the interaction levels of that specific user as not to affect the experience of others. I am sure that this will not happen but it is important that everyone understands the ground rules prior to us beginning to use the platform.

Whilst there are bound to be technical hitches, and we are aware that some parents may have limited access to technology, we ask that you let us know in good time of any barriers that may stop you accessing the use of Microsoft Teams. We will continue, for now, to keep posting work on Parenthub and will use Teams as a mechanism for interaction and to allow us to get used to a new way of accessing material. A few months ago, we never would have thought that we would be in a position to be implementing the rollout of remote learning to this scale but it is also an exciting time which will allow us all to embrace these new technologies for current and future use.

Once you have your child's email address and password-you can search for 'Office365 login' and then enter the credentials (the email address is the username and the password will be included in the email sent on Wednesday via Parenthub direct message)-this should then allow access to all of the apps, including Teams.

Should you have any questions, please direct them to your child's current Class Teacher in the first instance via email as they have all received training in the use of Microsoft Teams and we will endeavour to support you as much as possible.

Yours sincerely,

Mr Sam Eden
Headteacher