



Headteacher
Mr. Dale Bateman

Monday 4th January 2021

RE: Information regarding our Home Learning provision

Dear Families,

Since the announcement from the Secretary of State for Education and Prime Minister to move to remote teaching from Monday 4th January, our teachers have been busy planning a range of learning activities. Our priority is to provide a seamless transition between learning in school and at home to cause as little disruption as possible. At the moment, the plan is for all children to return to school on Monday 18th January. We will of course keep you updated with any further information as we receive it.

Understandably there will be challenges with home educating under the current circumstances. For example, you may also be trying to balance this with your own work demands/managing home schooling of different age ranges which can be difficult too. For this reason, we are trying to make the education we provide as fair and balanced a system as possible. We are trying to include a balance between online and pen and paper tasks.

We will be complementing our resources with those from Oak National Academy, Power Maths (accessed via your child's Active Learn account), as well as providing two online sessions weekly, with your child's class teacher, accessed via Microsoft TEAMS. From Tuesday 5th your child will have a 20-minute live video call with the whole class using Microsoft TEAMS to improve the provision of distance learning. The sessions will take place on Tuesday 5th, Thursday 7th, Tuesday 12th and Thursday 14th January. See the table below:

9.10-9.40 Ash	9.40-10.10 Beech	10.00-10.30 Hazel
10.30-11.00 Cherry	11.00-11.30 Maple	11.30-12.00 Willow
1.00-1.30 Sycamore	1.30-2.00 Oak	

Using Microsoft TEAMS with your child

- A parent/ carer needs to wave to the teacher on the virtual screen, to acknowledge their approval of the video call and their presence at home.
- Please connect to the 'Meeting' in suitable clothes (not pyjamas).
- Ensure that your child is sitting in a shared space and not their bedroom.
- This is not a formal lesson - but a chance for your child to have face to face contact with their teacher and friends from their class. It is also a chance for the teacher to re-cap previous learning and check pupils understanding through a quick assessment task so, make sure you always have a pencil and paper ready!
- The length of the 'Meet' is designed to be around 20-25 minutes - but this might change depending upon the number of children in the video call, the logistics of trying to get children logged on and the content of what you would like children to share.
- For safeguarding reasons, pupils must join and 'allow' with 'video' and computer 'audio' in order for them to be seen and heard by their classmates and their class teacher.

- Once the meeting has been successfully joined, please mute your microphone.
- Encourage your child to use the 'chat' function for academic questions only, in order to enhance the support, the teacher can offer them. Here the teacher will be able to answer any questions via TEAMS.

As always, teachers will provide a weekly plan which will include learning from all areas of the curriculum. Teachers will be providing feedback on any work submitted from the weekly plan, so please encourage your child to submit work via the class email. If you are having specific difficulties linked to your child's learning, please feel free to contact the school using your child's class email.

If you do not have access to technology to be able to use Microsoft TEAMS and engage in online learning, then please let your child's class teacher know.

The following class email accounts will be manned from 8.30am to 4.00pm, Monday to Friday, by class teachers. You will also find these addresses in the contacts tab on the School's Jotter app, from Tuesday 5th January:

- Receptionclass@coopersaletheydongarnon.essex.sch.uk
- Year1maple@coopersaletheydongarnon.essex.sch.uk
- Year2willow@coopersaletheydongarnon.essex.sch.uk
- Year3ash@coopersaletheydongarnon.essex.sch.uk
- Year4hazel@coopersaletheydongarnon.essex.sch.uk
- Year4beech@coopersaletheydongarnon.essex.sch.uk
- Year5sycamore@coopersaletheydongarnon.essex.sch.uk
- Year6oak@coopersaletheydongarnon.essex.sch.uk

Finally, you will see on the following page a guidance document on how to accept and login to a TEAMS virtual session.

Thank you for your continued support.

Upper Leadership Team



**This short guide will let you know the process to join an online Teams Meeting.
It will cover both desktop and mobile devices.**

Online Desktop:

- Open the email invitation
- Click on the link to Join **Microsoft Teams Meeting**
- If you do not have the **free Microsoft Teams program**, you will be prompted to download it onto your desktop.
- You do not have to create a Teams Account in order to join a meeting.
- Once the program has installed, navigate back to the invitation email and **click on the link again** and chose to open the meeting using **Microsoft Teams**
- In the Teams program, simply click **'Join as a Guest'**
- You can then choose which name you want to appear as in the Meeting
- The App will ask you if you want to **allow Teams to record audio** – select **yes**, so your microphone can be enabled, and you will be heard in the Meeting.
- Any External participants will go into the lobby first – the Organiser will then join you to the meeting. (unless the meeting was setup to bypass the lobby)

Mobile devices, tablets:

- Open the email invitation
- Click on the link to Join **Microsoft Teams Meeting**
- If you do not have the **free Microsoft Teams App**, you will have to download it onto your mobile device through the Apple Store or the Google Play store.
- You do not have to create a Teams Account in order to join a meeting.
- Once the app has installed, navigate back to the invitation email and **click on the link again** and chose to open the meeting using **Microsoft Teams**
- In the Teams App, simply click **'Join as a Guest'**
- You can then choose which name you want to appear as in the Meeting
- The App will ask you if you want to **allow Teams to record audio** – select **yes**, so your microphone can be enabled, and you will be heard in the Meeting.
- Any External participants will go into the lobby first – the Organiser will then join you to the meeting. (unless the meeting was setup to bypass the lobby)

Trouble shooting: If you have had the option in your invite email to 'accept' the meeting, the email may be removed from your inbox as you click 'accept'. To find the original invite with the meeting link, go to your 'sent' mailbox, where you will find the meeting link to join. Alternatively, on 'accepting' the meeting from the original email, if you have already downloaded the TEAMS app, then you should find the meeting in the TEAMS calendar – if this is the case you can join the meeting this way as an option.

It's important to note that you do not need to 'accept' the meeting, this will keep the email invitation in your inbox.