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[www.swanlandeducationtrust.co.uk](http://www.swanlandeducationtrust.co.uk)

8<sup>th</sup> January 2021

### Remote learning

Dear parents and carers

I would like to begin by thanking all those parents who have supported remote learning. It has been a challenge at times – for us too – and we are grateful for all the help and support you have shown.

This week, the teachers focused on getting the children used to accessing Microsoft Teams for check ins which has worked well, and the majority of children have engaged with sessions as well as completing work from the website. Next week, all work set will be moved to the channels on Microsoft Teams so that the majority of work is in one place.

On Monday or Tuesday, the teachers will demonstrate to children where they will find their work. It would be helpful for a parent of Key Stage one children to watch this explanation as children will need support as they do now.

It is anticipated that teachers will engage with children three times a day through online sessions. These will look different in each year group but the first morning session will be there to introduce the morning tasks and ensure that children understand their work. Teachers may then remain online to deliver their literacy/phonics task, or they may direct you to a video on Teams. This will depend upon the task.

Teachers will then meet with their class again later in the morning to feedback on the morning's work and explain the afternoon tasks. At the end of the day, the teacher will meet with the class once again for a plenary of the afternoon tasks and perhaps a story! You will see the expectations of your class by the invites that you will receive, or you may have already received. There will be one day a week where the remote learning virtual contact will be slightly less as the staff have planning and preparation time. You will see from the Teams invites the day which this affects each class however, there will still be independent work set.

A few parents have stated that the times clash if they have more than one child. I will discuss this with the teachers next week and see if we can adjust the times, but this would be difficult to stagger for the whole school as we have decided as a team that these times in the day will be what works best for the children. I would like to suggest perhaps getting a pair of headphones which would mean that two children could be in the same room without disruption. I have seen some of the children wearing ones with a microphone attached so it allows them to join in conversations too.

It is expected that all children are engaging on remote learning. I have requested teaching staff to keep registers of all sessions and parents will be contacted if their child has not engaged for a full day (unless of course you have informed us of their absence). We fully understand that there may be reasons a child misses a few sessions, but they should definitely be in the majority of sessions. If your child is unable to attend for a reason, the recording of the session will be placed on Teams so it can be watched at a time convenient to yourselves.

Staff will be asking for certain tasks to be sent back for marking and assessing. These will be sent via Tapestry (for EYFS) or Seesaw (Year 1- 6). Your teacher will advise you where and when they expect to see work.

We have already had a few incidences of inappropriate behaviour during a lesson, particularly the inappropriate use of chat. Please discuss appropriate behaviour with children and share the Acceptable Use Policy with them. It can be found by clicking the following: [Acceptable Use Policy Teams](#) Chat should only be used to ask or answer questions if they do not have a microphone and only at a time when the teacher asks for responses.

I would also like to reiterate that children in school are receiving the same curriculum as the children who are remote learning. The online sessions are delivered by the class teacher and the children in school are supervised by classroom support staff.

I would once again like to thank everyone for their support so far. We are all on a very large learning curve with the remote learning and we will adapt and change where necessary.

Thank you, more now than ever, for your continued support.

Stay safe,

Kind regards

A handwritten signature in black ink, appearing to read 'Alison Oxtoby', written in a cursive style.

Alison Oxtoby  
Head Teacher

*All school letters, news and events calendar can be found on the school's website: [www.swanlandeducationtrust.co.uk](http://www.swanlandeducationtrust.co.uk)*