

3rd January 2021

## Remote Learning: Microsoft Teams



Dear Parents / Guardians,

I hope you are all keeping safe and well. I am writing to update you on how we are planning to share children's home learning going forwards. This will be for the first few weeks in January and for any future times when remote learning may be needed for isolating pupils or whole bubbles.

We have been busy exploring different ways to upload the children's remote learning activities, as we were unable to continue with Class Dojo. We appreciate there is an awful lot for parents to juggle at the moment, so we want to make things as simple and as user-friendly as possible.

After looking into different options, we have decided to use Microsoft Teams. The activities are organised into clearly labelled folders (called Channels) and it is easy to navigate. It also has facilities that allow pupils and teachers to keep in contact and discuss their learning with each other as well as providing children with feedback on the work they have completed, where staff have the capacity to do this.

Excitedly, as a result, Remote Learning from Claremont teachers will begin on Wednesday 6th January 2021. This will give you and us time to adjust to the new way of working, as well as opportunities for us to support you and get you started. We recognise there will inevitably be teething problems and some people will be more familiar than others with it, but hope these can be sorted quickly.

On Tuesday, we ask that **if you are able** to, then warm up your children from their Christmas break into their learning by doing the following activities or asking them to do it independently.

1. Ask them which area they think they are fantastic at. Find something from websites on our own website and also National ones to work on. Challenge them to find something in that area that is a little trickier than normal.
2. Ask them which area they think they are not so great at, or they feel they do not like. Get them to find a website and work on that area.

### **TEAMS**

From Wednesday 6<sup>th</sup> 2021

Timings of the day will remain as before i.e. all work will be uploaded by 08:45am and must be completed through the school day in order for feedback to be given appropriately.

To join Microsoft Teams, your child will need access to a phone, tablet, computer or other device with internet access. If you are accessing it on your phone or tablet, you may find it easier to download the free app first.

Access to Teams can be found using the following links:

**Windows Version** – <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

**iPad or iPhone Version** – <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

**Android Version** – [https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB)

**Web Version** – <https://teams.microsoft.com/>

**Your child's login details** are their **email address** in the format below, with the password **claremont:**

- Year R – [20firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:20firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [20chloeb@claremont.kent.sch.uk](mailto:20chloeb@claremont.kent.sch.uk)
- Year 1 – [19firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:19firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [19chloeb@claremont.kent.sch.uk](mailto:19chloeb@claremont.kent.sch.uk)
- Year 2 – [18firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:18firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [18chloeb@claremont.kent.sch.uk](mailto:18chloeb@claremont.kent.sch.uk)
- Year 3 – [17firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:17firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [17chloeb@claremont.kent.sch.uk](mailto:17chloeb@claremont.kent.sch.uk)

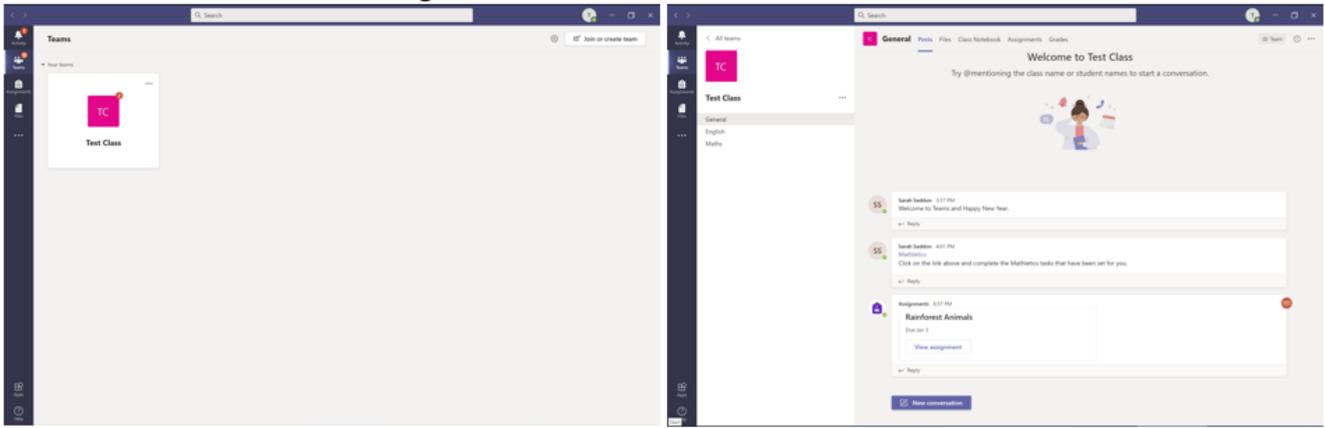
- Year 4 – [16firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:16firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [16chloeb@claremont.kent.sch.uk](mailto:16chloeb@claremont.kent.sch.uk)
- Year 5 – [15firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:15firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [15chloeb@claremont.kent.sch.uk](mailto:15chloeb@claremont.kent.sch.uk)
- Year 6 - [14firstnamefirstletterofsurname@claremont.kent.sch.uk](mailto:14firstnamefirstletterofsurname@claremont.kent.sch.uk) e.g. [14chloeb@claremont.kent.sch.uk](mailto:14chloeb@claremont.kent.sch.uk)

They will not be added to their class team until after Monday 4<sup>th</sup> January. Please see below for details about how to access remote learning, how to complete the work and how to submit it.

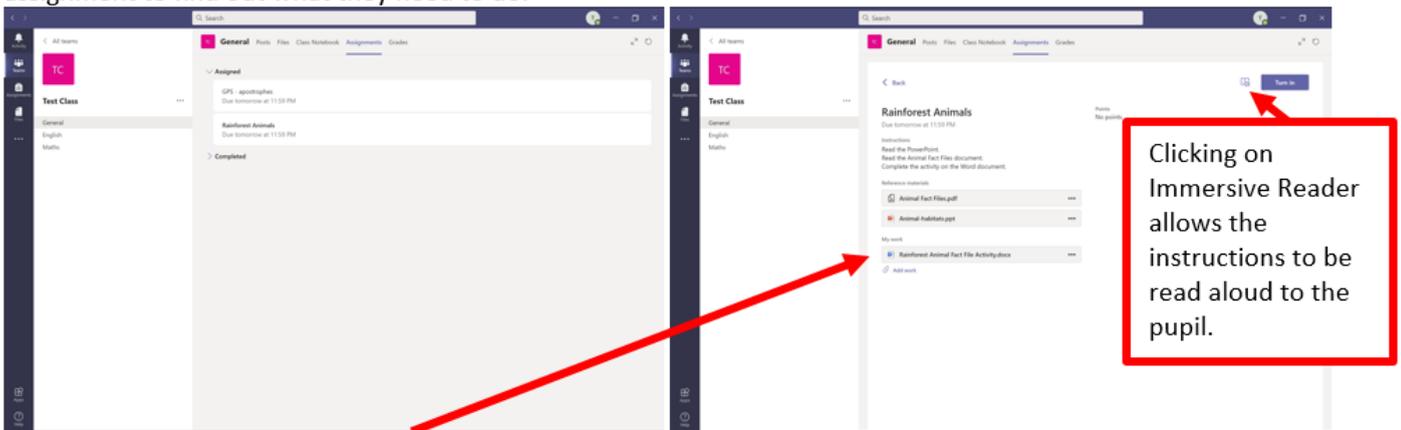
We understand completely that every family has differing circumstances and online access might be challenging. We are here to support you as best we can!

Thank you for your continued support,  
The Claremont Team

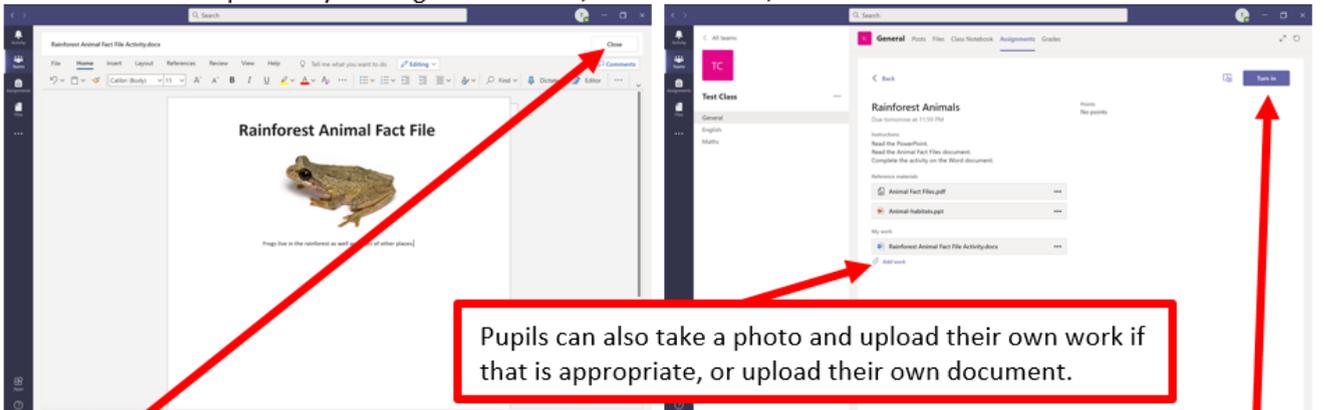
Once logged in, their class Team will show, then when they click on their Team, under 'General' they will see any messages that have been sent. Children are able to reply to the messages with appropriate comments linked to their learning.



As well as in the messages, under 'Assignments', any remote learning tasks can be seen. Pupils can click on each assignment to find out what they need to do.

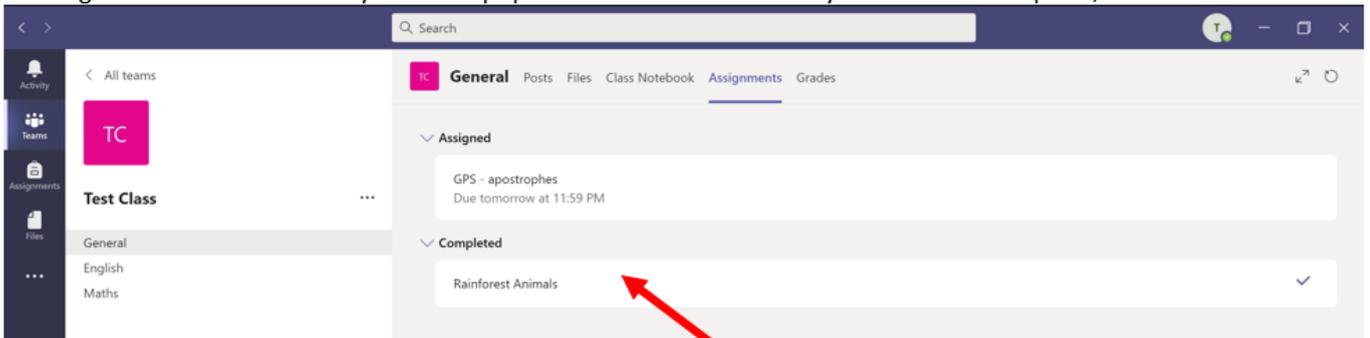


Resources can be opened by clicking on them and, where allowed, edited.



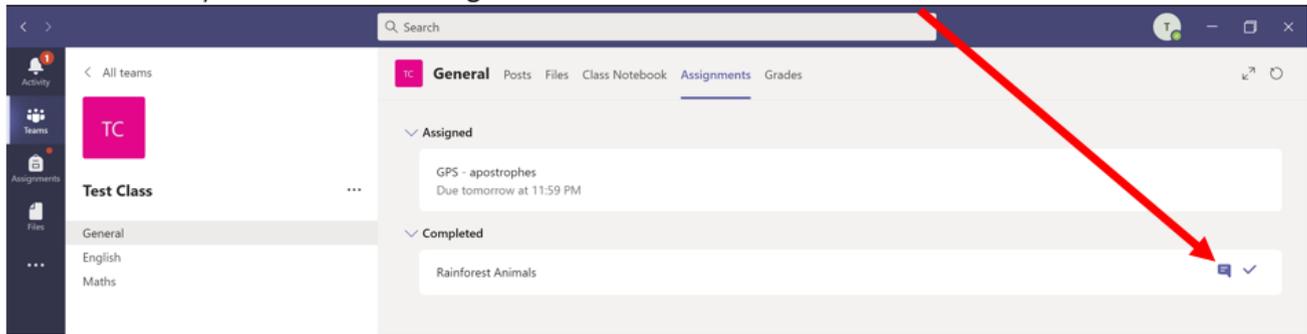
Clicking Close will automatically save the pupil's work.

When ready and work is complete, click on 'Turn in'.

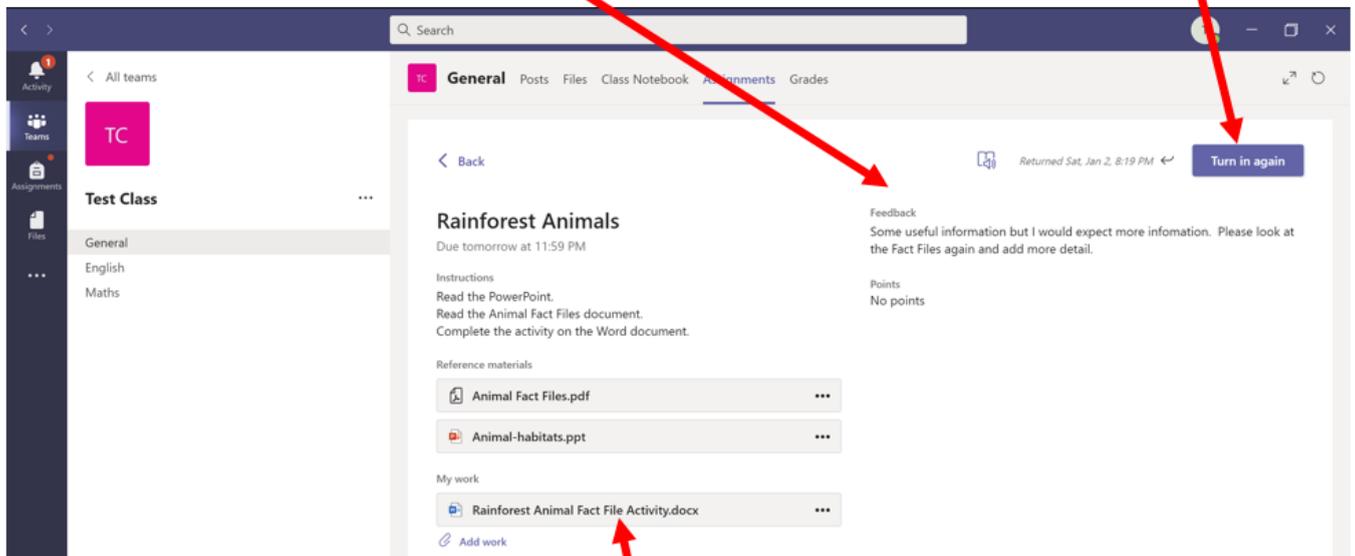


Assignments that have been 'turned in' will show in the 'Completed' section.]

Once handed in, work that has been given feedback will show with a little conversation icon.



Click on the assignment to view the feedback and you will be given the opportunity to hand the work back in.



If you have edited a document, there may be some marking on the actual document too, using pink and green highlighters. Click on the document to view the marking.