



Archibald First School

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Headteacher **Mrs R Turner**

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Friday 15th January 2021

Dear Parents and Carers,

Thank you so much for all of your patience with home learning and the school closure. It has been a very busy, and unusual start to the Spring term for all of us.

We have been preparing for the possibility of a school closure since July, organising staff training and using various platforms such as SeeSaw and Tapestry within school so the children and you are familiar with it but it still came as a bit of a shock...

I am very proud of our team and how they have embraced the challenge of supporting large numbers of key worker children in school and those children at home.

In line with this, I must say a huge well done to you all for working to find ways of combining working and learning from home; we know that this is not an easy task!

Home Learning

Our remote education provision continues to evolve as we strive to deliver the best offer to all of our children. Therefore, over the course of the next couple of weeks our staff will be setting up Live Communication sessions. Our policy (see attached) references online platforms. As we embark on our live communication delivery, Archibald First School will be using Microsoft Teams via Office 365.

Following feedback from parents regarding remote education provision during self-isolation we are aiming to provide your child with opportunities to interact with their friends, teachers and support staff at Archibald First School.

The social interaction is the focus of these sessions. These will not be live teaching sessions or live lessons but a social forum for our children facilitated by the school staff.

Live communication sessions cannot be used as a forum for parents/carers to clarify home learning or raise issues. All this communication should still go through the appropriate channels such as the homework email address or admin@archibald.newcastle.sch.uk

Here is some clarity around Microsoft Teams:

- Live communication sessions will be introduced for those children who are not accessing a school place. Following the roll out of this phase, staff will be endeavour to deliver a live session for the children in their class across the week (if your child is in school 4-5 days a week; a live session will not be organised).
- All sessions will be delivered by 2 members of our staff team who will be working on 2 separate devices. This must be maintained throughout the call and if for any reason it cannot be the session will have to end.
- All sessions will initially last 10-15 minutes to allow time for the children to interact with their peers and staff at AFS.

Having fun, achieving excellence.

Successful learners. Confident individuals. Responsible citizens.

- Your child **must** have a parent/carer present in the room (although not on screen) throughout the live communication session.
- All children and staff who participate in a live communication session will have their real name on the screen and not use any pseudonyms. This should be first name and the initial of their surname.
- Support Guides will be sent to you via SeeSaw/Tapestry if you encounter difficulties signing in to Microsoft Teams live communication sessions.
- Teachers will contact you to schedule a Teams live communication session using your child's Office 365 account and reminders to check your account will be placed on SeeSaw/Tapestry weekly.
- All Teams live communication sessions will take place within the school day between 8.45am and 3:15pm.

Safeguarding

I would like to remind you of the code of conduct for pupils whilst at home. All children and families sign an acceptable use agreement on joining Archibald First School. This must be adhered to at all times.

Pupils access remote learning through their home internet. It is parents' responsibility to monitor their access to the internet whilst at home.

The email address that has been issued has been given for the sole purpose of accessing live communication and must not be used for any other purposes.

Access

You will need to use the following details to access Microsoft Teams for your child's live communication session.

Username: firstname.lastname@archibaldfirstschool.co.uk

Password: first initial of first name followed by first initial of their surname followed by Class_ (whichever class they are in) *Please do **not** leave a space between the initials or the Class.

For example,

Username: Joe.Bloggs@archibaldfirstschool.co.uk

Password: JBClass6

*****By logging into the live communication platform, my family and I are agreeing to these rules and acknowledge receipt of the policy and code of conduct.*****

In preparation for your child's first live communication session, please download Microsoft Teams onto your device and work through the set up to ensure that login details work.

Fingers crossed for a successful start to this new venture; as ever, *please be patient with us and any technological issues we encounter...*

Yours sincerely,

Mrs R Turner