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**Headteacher – Mr Richard Kitching**

Tuesday, 5<sup>th</sup> January 2020

Dear Parents and Carers,

**Re: Remote Learning**

We have recently drawn up a remote learning policy. This policy is on the school website and has also been sent out to parents via Parentmail. Please take the time to read through it carefully. This details the approach we will be taking to support learning at home during the current lockdown period.

Primarily, we will continue to use Class Dojo as our main learning platform during this lockdown period. Teachers will set learning tasks on the class page for pupils to complete. We request that parents and carers upload photos of completed work onto the student portfolio page for teachers to view and provide feedback where appropriate. Parents and Carers are also able to message teachers using class dojo to communicate and share any queries they may have about the learning tasks.

In addition to using Class Dojo, we also plan on using Microsoft Teams to enable increased interaction between teachers and the pupils in the classes. Pupils have all been set up with log ins and many have already trialled the use of Microsoft Teams within school last term.

Initially, we plan on implementing short live video briefing sessions with each class but this may become more frequent and varied as the half term progresses and users become more familiar with the format.

In order for us to provide you with your child's Microsoft Teams log in details, please complete a user agreement form and return it to school. This will be emailed out on Parentmail shortly. On receipt of a user agreement form, we will notify you of your child's Microsoft Teams log in details as soon as possible. Your next step will be for you to download the Microsoft Teams app to your home device.

We will inform you in advance of when a planned class meeting on Microsoft Teams will take place.

Learning tasks for Class Dojo will be put on Class Dojo shortly for pupils to work on. We will keep you updated of remote learning developments.

Yours sincerely,

Mr Richard Kitching

Headteacher

