



# Glenfield Primary School

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Dear Parents/Carers,

In September, all children were given their Microsoft Teams login information with an instructional sheet about how to access Teams. This has now become our online learning platform, that we use for blended learning- Learning at home and school.

All classes have been receiving their homework on Teams weekly and classes that have had to self-isolate have been using Teams for home learning and keeping in touch with their class teacher. When teachers have been isolating, they have managed to carry out some lessons and interventions using Teams, to help with continuity.

In order to make online learning a positive experience for all, it is important for us to remember what behaviours are expected when the children are using Teams. With this in mind, we have written a protocol for pupils that we would like you to go through with your child.

We know parents and staff have enjoyed all the opportunities we have had in the past to communicate with each other and this has really helped the children feel settled in school and make the best possible progress. Due to the pandemic, we have had to find other ways to communicate as face-to face contact has to be limited with parents. To help with this, all year groups have access to year group emails. If you have any questions for your child's class teacher please email the relevant email address and we will aim to get back to you over the next couple of days or you can request as 'phone call. If the matter is urgent, please contact the school office and the class teacher will contact you when they are not teaching.

We hope you will find this document useful and together we will be able to fully utilise our virtual learning platform in a safe manner.

If you are having any problems with Teams, please let your child's class teacher know and they will help where possible.

**Yours sincerely**

**Mrs K Martin**