

26<sup>th</sup> January 2021

Dear Parents/Carers

We want to thank you all for your continual support with our Remote Learning offer. In line with government guidance, we are actively encouraging the majority of children to remain at home during this critical time. Staff have been working hard to develop teaching plans for all pupils, so that whether at home or in school, all children follow the same learning and have regular contact from teachers and TAs within their class.

### **Addition to the Remote Learning Package**

In addition to the 'Remote Learning Package' that we are currently offering, children accessing work from home will soon have the opportunity to meet 'face to face' with their teacher and class via Microsoft Teams. Initially, this will only be available for Key Stage 2 children and all KS2 children in school will also join the session. However, as we all become more confident with using Teams the offer may continue to grow.

### **What do I need to access Microsoft Teams?**

An e-mail account and password has been set up for every child and will be sent out over the coming days and we ask that you keep these secure.

### **Why is the school adding in this additional aspect?**

Primarily, these meetings will be used to build the sense of collective community that our school thrives on and teachers will deliver a short assembly to the class.

### **When will the live meetings be?**

Meetings will occur on the same day, at the same time each week and will begin the week commencing 1<sup>st</sup> February. Times for class meetings stated below:

Class	Day	Time
Sycamore	Monday	10:30am
Elm	Thursday	11:00am
Willow	Tuesday	10:45am
Oak	Tuesday	9:15am
Ash	Tuesday	11:30am
Beech	Wednesday	10:00am

We have scheduled these meetings so that there are no clashes between classes and expect all children working from home to attend. Non-attendance may be followed up and the teacher should be contacted in advance if a child is unable to attend. If you have an issue with the use of a device, please email your child's teacher so we are aware.

### **Safeguarding, GDPR and Expectations**

These sessions will be recorded for safeguarding purposes. In keeping with GDPR, these are closed sessions and will be deleted after a short period of time. We have very clear expectations for our live sessions and we ask the following:

**Headteacher:** Miss Kerry Mills  
Newton Road, Rushden  
Northamptonshire  
NN10 0HH

**T:** 01933 353761

**E:** office@newtonroadschool.co.uk  
www.newtonroadschool.co.uk



Proud to be part of the  
Nene Education Trust

- Parents are asked to be present in the room with their child during the meetings but must be off screen and must not contribute or interrupt the live session.
- Parents support high expectations for behaviour and conduct during sessions, and we will be insisting on these in the same way that we do when we are in the classroom.
- Children should be actively listening and participating in sessions; they will be required to raise the virtual 'hand' to speak and should remain 'muted' unless they are asked to 'unmute'.
- Children should not be eating, drinking or playing with anything during these sessions
- Children should be dressed appropriately for learning – no pyjamas.

As a school, we will continue to share expectations and give praise to children that are meeting them, as we would do in the classroom.

#### **What will happen in the first live session?**

We will be going through the expectations with all of the children during their first live session so they are all aware of what we expect and how the sessions will work.

#### **I am unsure how to use Teams, what should I do?**

We have sent some useful documents alongside this letter to support you. They are:

- The Nene Education Trust Guide for Parents and Carers on using IT to support learning
- Instructions on how to join a Teams Meeting
- The 'Getting Started on Microsoft Teams' leaflet

The video link below will give further information and details on how to use Microsoft Teams which may also be helpful:

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

However, if you are still having trouble please do not hesitate to email your child's class teacher and they will call you to offer advice and support.

We are excited to be introducing this next step and the teachers look forward to getting their classes back together.

Thank you for your continued support.

Take care and stay safe.

Miss Mills