

## DROPMORE INFANT SCHOOL

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Headteacher: Mrs G Streete

18<sup>th</sup> January 2021

Dear parents of Reception pupils,

Today marks the first day of our new online learning platform: Microsoft Teams. I hope this letter will explain how we intend to use our new online learning platform and will answer many of your questions. I will also address our philosophy and approach to remote education and clarify our expectations with regards to home learning.

### Our Approach to Remote Education

We recognise that our pupils are not able to access remote education without adult support. To support our parents in managing the difficult logistics of work commitments and home-schooling one or more children, we provide asynchronous education where the materials are prepared by the teacher and accessed by the pupil at a later date. This comprises of:

- A home learning map - a weekly overview of the learning planned for the week. We aim to have this available on the Friday before, to allow parents to use the weekend to plan the week ahead if needed.
- All lessons and resources for the week, available on Monday morning with a due date of Friday and a closing date of Sunday. This will give our parents the flexibility to complete these as and when suits their individual circumstances.
- A weekly block consisting of at least 2 Phonics tasks, 1 English tasks, 2 Maths tasks and a selection of optional weekly Challenges as well as story time related to the theme of the week.

### Our Expectations

We pride ourselves in providing a broad and balanced curriculum for our pupils, aligning our remote education curriculum to our classroom curriculum as much as possible. We appreciate that this puts huge pressures on our parents, particularly if they are managing work commitments and home-schooling demands for other children as well. We ask our parents to do as much as they can, prioritising daily reading and Phonics, English, Maths and physical activity. We accept that our pupils may not be able to complete all assignments and completely trust our parents to maximise the learning of their child. Do speak to your class teacher if you are worried about this. The class teacher may initiate a chat, to discuss if we can offer further support in any way.

### Using Microsoft Teams

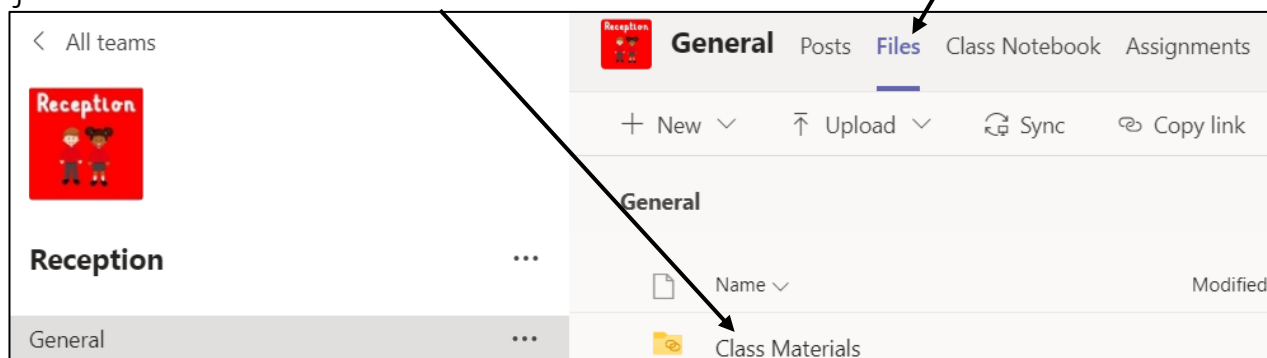
The first week (wc 18.01.2021) we will use Microsoft Teams for **Phonics** Home Learning tasks **only**. This will allow us all to get used to a new way of accessing home learning.

From Monday 25.01.2021 **all** home learning tasks will move to Microsoft Teams, subject to unforeseen circumstances.



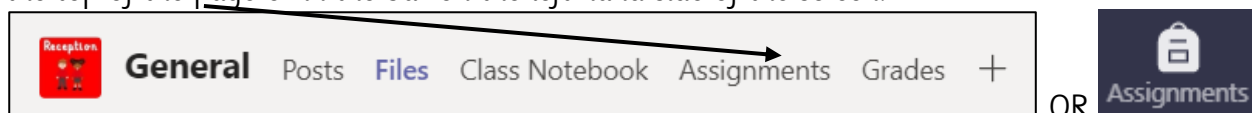
Below is a short introduction to using Microsoft Teams @ Dropmore:

Our weekly Home Learning Map, lessons and resources are stored in the **'Files'** section at the top of the screen under **'Class Materials'**



They are stored in weekly folders, by subject area (English, Maths, Phonics, Weekly Challenges).

For each subject area you will receive one **assignment**, with a due date set to the Friday for that week and a closing date set to the Sunday of that week (allowing late uploads). This allows you to decide when to complete the tasks set in each subject area. You can click on **'Assignments'** at the top of the page or in the bar on the left-hand side of the screen:



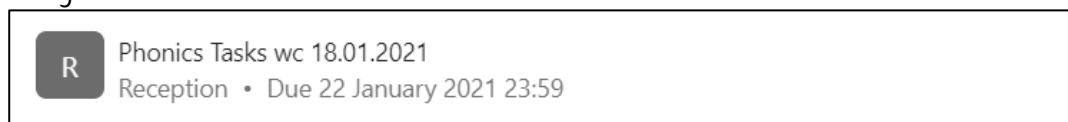
On Monday you will receive 4 assignments:

- English Tasks
- Maths Tasks
- Phonics Tasks
- Weekly Challenges

Each assignment should be used to upload the work related to that subject, once completed.

Assignments are grouped together under 2 headings: **'Assigned'** and **'Completed'**

Assignments look like this:



Select the assignment to upload and hand in the work. Once you have handed in the work, the assignment will move to the completed section and the class teacher will be notified.



also phonics games, revision sessions and challenges. The sessions will be optional, so we don't interfere with any other commitments or individual circumstances.

To make these sessions work, we will have to set some ground rules, which will be shared soon.

### **Home Learning Packs**

We are aiming to produce a home learning pack with exercise books, worksheet and possibly some library books to support our remote education and giving easier access to the home learning for our pupils. More information will follow shortly.

I hope this information has been useful and answered many of your questions. I do hope you are able to join me on Tuesday morning. But if not, do not hesitate to contact me if you have any further questions.

Thank you for your continued support!  
Kind regards,

A handwritten signature in black ink, appearing to read 'Mrs Streete', with a stylized, cursive script.

Mrs Streete  
Headteacher