

DROPMORE INFANT SCHOOL

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Headteacher: Mrs G Streete

18th January 2021

Dear parents of Year 2 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 5 Maths, 5 English, 5 Phonics and 5 Topic and Creative tasks.

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

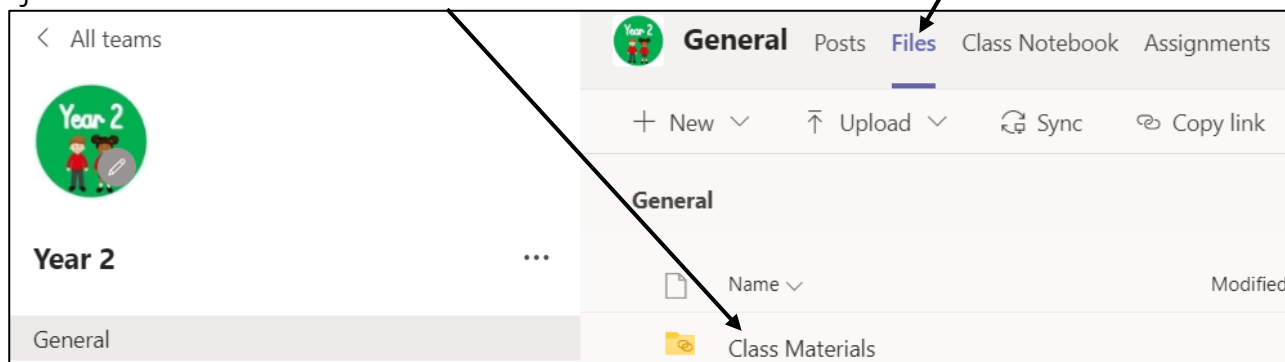
The first week (wc 18.01.2021) we will use Microsoft Teams for **Maths** Home Learning tasks **only**. This will allow us all to get used to a new way of accessing home learning.

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



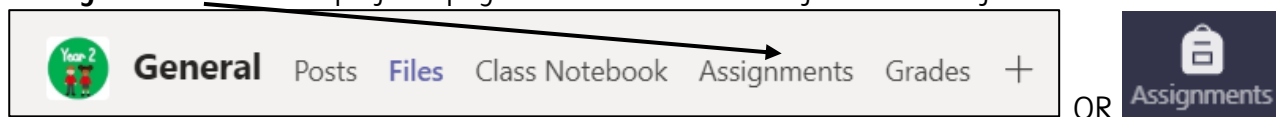
Below is a short introduction to using Microsoft Teams @ Dropmore:

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, Topic and Creative).

For each subject area you will receive a daily **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 Task 1
- Maths Task 1
- Phonics Task 1
- Topic and Creative Task 1

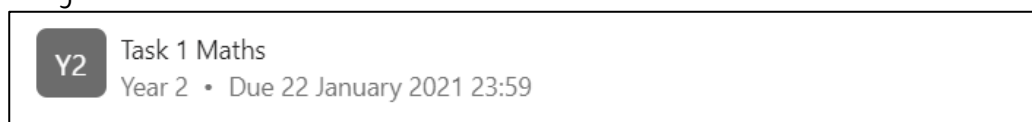
On Tuesday you will receive 4 more assignments, Task 2 for each subject area.

The same will happen on Wednesday, Thursday and Friday.

Each assignment should be used to upload the work related to that task, 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.

Task 1 Maths

Due 22 January 2021 23:59 • Closes 24 January 2021 23:59

Hand in

Instructions

Please go to the files section to find the documents for this weeks learning.

Reference materials

Y2 Maths Overview WB18.01.2021.docx

My work

Add work

Points

1 point possible

As mentioned in my email sent on Friday, I will be offering a face-to-face session on Teams, taking you through the steps above and answering any questions you may have. An invitation to the meeting will appear in your child's **'Posts'**. Click the link to join the meeting.

General

Posts

Files

Class Notebook

Assignments

Grades

+

It will look like this:

Mrs Streete 18:12

Scheduled a meeting

Introduction to Microsoft Teams for Year 2

Tuesday, 19 January 2021 @ 09:00

If you haven't yet activated your child's Microsoft Teams account, please watch [this short video](#) introducing Teams for pupils, parents and carers to get started.

Face-to-Face online sessions

One of the reasons for moving our online learning platform to Microsoft Teams was to be able to offer safe face-to-face sessions to our pupils. We will be finalising and communicating our plans for face-to-face sessions by the end of the week.

In line with our home learning approach and philosophy, we will not be using the face-to-face sessions for lessons. We strongly believe that asynchronous education, recorded lessons and materials prepared by the teachers that can be accessed, used and re-used to suit individual circumstances work best for our families.

We do however believe it is very important to have regular face-to-face contact with our pupils. Our main objectives for these sessions are belonging, motivation, social interaction and emotional wellbeing. We will be introducing assemblies, breakfast registrations, story time, circle time but also 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 another home learning pack with exercise books, worksheet and possibly some library books to support our remote education, 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