

Naunton Park Primary School

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Headteacher: Mrs N Hill BA (Hons), PGCE, MA (SEN), NPQH

Deputy Headteacher: Miss L Hudson BSc (Hons), PGCE

5/1/2021

Dear parent,

As recent correspondence has stated, all learning for children (other than those from critical work families, vulnerable children or children with an EHCP) will take place remotely this term. It is our priority, during this time, to continue working with your child to ensure his/her progress and learning continues while at home.

During this lockdown period, the National Curriculum will be delivered to your child via our remote learning platform, Microsoft Teams. The school has invested a lot of time in ensuring that this system meets our requirements to effectively support your child's learning, and teachers have received training in how best to do this via this digital platform.

Accessing work

Your child has been given a school email address so that he/she can access the online platform. Please follow these instructions to access and use Microsoft Teams:

- Go to Microsoft Office by typing in "portal.office.com" into Google Chrome;
- Log in using the email address and password supplied to you by school (see separate email to follow);
- When in Microsoft Office, select the "Teams" tab from the menu on the left hand side of the screen (pictured as 9 dots);
- You can either download the Desktop app by selecting "Get the Windows app" from any Microsoft Windows device or log into Teams online by selecting "Use the web app instead". Alternatively, you can download the Microsoft Teams App from the Apple App Store;
- Log into Teams using your child's school email address and password.

When in Microsoft Teams, if you click on the "Teams" tab, you will see that your child has been added to two "Teams": their class team and their year group team. The work will appear in their year group team.

Please note that work is not currently available to access – we will let you know when work has started to be uploaded.

Assignments

Your child can access their "assignments" (the work set by the teacher) either by going into their class or year group team or by clicking on the "Activity" tab, which will show any changes to your child's account, including new assignments.

To view each assignment set, either click on "View assignment" in the "Activity" tab or go to the year group/class team and click on "Assignment" in the menu bar at the top of the team's page.

Each assignment has instructions, a deadline and potentially file(s) to view/download to assist your child further. The instructions, written by the teacher, will give your child all the information they need to complete the task. Most assignments will be given a deadline, but the teacher will ensure that this is



always a minimum of 3-days in the future to give your child adequate time to complete a task and allow for any device sharing that may be necessary in your household.

By using Microsoft Teams and a school email account, your child can access Office Online, even if you don't have Microsoft Office on a device at home. In other words, they can access Microsoft Word online through their new school email account by going to portal.office.com. This might be useful when completing work.

Submitting work

When a task has been completed (either online or by hand), your child can submit that via Microsoft Teams. This can be done either by uploading the file itself (if completed on the same device) or it could be a photo of any handwritten work which is then uploaded to Teams. **All work should be uploaded within its own Assignment page: please do NOT use the "Files" page on Teams, as the class teacher will not be alerted to a submission unless it's attached to a specific assignment.**

Teachers will provide feedback (via Teams) for all work that they have asked to be submitted. If a task does not state that it must be submitted, then feedback will not be given by the teacher even if your child uploads it. The teacher will aim to provide feedback within 3-days of it being submitted online in line with the Remote Learning Policy. If your child misses a deadline, the teacher will be very understanding (we are aware that this new way of learning is a challenge and may not be straight forward for many children or families) and aim to respond to your child's work if they have capacity. Please note though, as stated in the policy, that tasks subsequent tasks, which have been set since a previous task's deadline has passed, will get priority when teachers are responding to feedback.

Remote Learning Policy

During lockdown, all work and correspondence from/with/to the teacher must align with the school's Remote Learning Policy. This policy makes the school's expectations clear for teachers, parents and pupils. Please read this policy before your child starts to undertake any work from home.

Exceptions

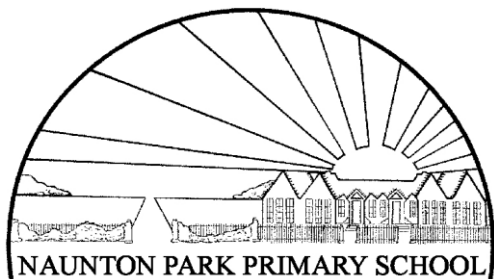
As the Remote Learning Policy states, all children should complete work that is set by the teacher during this lockdown period if they are well and able. If your child is unwell and therefore unable to do any work at home, you should contact the school office in the same way that you would if your child was in school normally. Unless the school knows that your child is too unwell to complete any work, the teacher will expect all relevant tasks to be completed by the given deadlines. Teachers may be in touch with parents if work is not submitted as there may be reasons for this that the teacher can help with.

If your child's class teacher is not well enough to provide tasks during this time, or if your child's class teacher is still teaching in school, then your child will either be set work by a different teacher or he/she should complete work from The Oak National Academy at <https://www.thenational.academy/>; a website that has been created for the DFE to deliver the National Curriculum to children learning from home during any period of lockdown or isolation. You will be informed separately if your child needs to access and complete work from The Oak National Academy website instead of Microsoft Teams.

Learning for all, including children with SEND

Teachers will carefully select the tasks that are being set for children to complete at home so that (a) children do not feel overwhelmed; (b) all children can access the same tasks irrespective of the resources and equipment available at home; (c) parents do not need to teach the curriculum to their child; (d) children can either practise prior learning, build on prior learning and try something new in order to make progress within the curriculum; and (e) the National Curriculum continues to be delivered.

If your child has special educational needs and/or a disability, you may find that additional, more personalised tasks are set either by the teacher, his/her teaching partner or the SENDCo. If this is not



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the case, it is because the teacher feels that your child can successfully access the tasks. If you would like your child to continue practising or developing specific skills, linked with their learning need, then please refer to your child's My Plan during this lockdown period: their My Plan contains details of activities that can support your child to achieve their outcomes.

We understand that this method of learning for your child is new and will not be the same interactive experience as they would usually receive in school. We are excited to be able to welcome your child back into school and teachers are very keen to deliver the curriculum in the usual way again as soon as we are able to.

If you have any queries about the work set via Microsoft Teams, please contact the class teacher who set the work via remotelearning@nauntonpark.gloucs.sch.uk. In your email, please include your child's full name and their class so that your query can be sent onto the appropriate teacher. Please do bear in mind that teachers are planning, uploading and responding to work in Teams as well as teaching children of Key Workers and vulnerable children in school, so it may take a few days for your query to be responded to. Please note that phone calls will be difficult to return if the teacher is working from home. If you have queries about the Microsoft Teams itself or the technical aspect of accessing the work for your child, please email teams@nauntonpark.gloucs.sch.uk, and we will endeavour to assist with this new way of learning.

Thank you for your continued patience during this unprecedented time and for your continued flexibility and support.

Yours sincerely,

Mrs N. Hill
Headteacher

