



Wednesday 18th November 2020

Dear Parents and Carers of KS2 children,

I am confident that you know the children are at the centre of everything we do. I therefore write to you regarding our preparations for any potential remote learning. Please do not be alarmed, it is not happening now – we will write to you to inform you if there is a partial or full closure of school, as per Department of Education guidance.

We are preparing for this because we want to ensure the highest quality teaching and learning continues, even if children are not in class at school with their teacher. If the time comes where we have to engage in remote learning, KS2 teachers will stream English and Maths lessons live and provide other learning for other subjects (including pre-recorded teaching videos) online via Microsoft Teams.

We have created an email address and login for each KS2 pupil for Microsoft Teams – software which allows children and teachers to stream live lessons and exchange work files online. Your child's login details will be written down in their Reading Diary. Attached to this letter is a **KS2 Remote Learning Information Booklet**. It tells you:

1. The purpose behind the booklet.
2. When remote learning might happen.
3. What we are doing in school.
4. What you can do to support your child with Microsoft Teams.
5. The rules for children and parents/carers during remote learning.
6. The rules for teachers during remote learning.

If you have any questions, please contact your child's teacher via Class Dojo.

Thank you for your continued support during challenging times.

Miss Cao
Head of School