



5th October 2020

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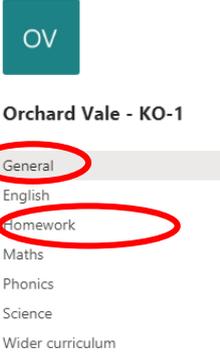
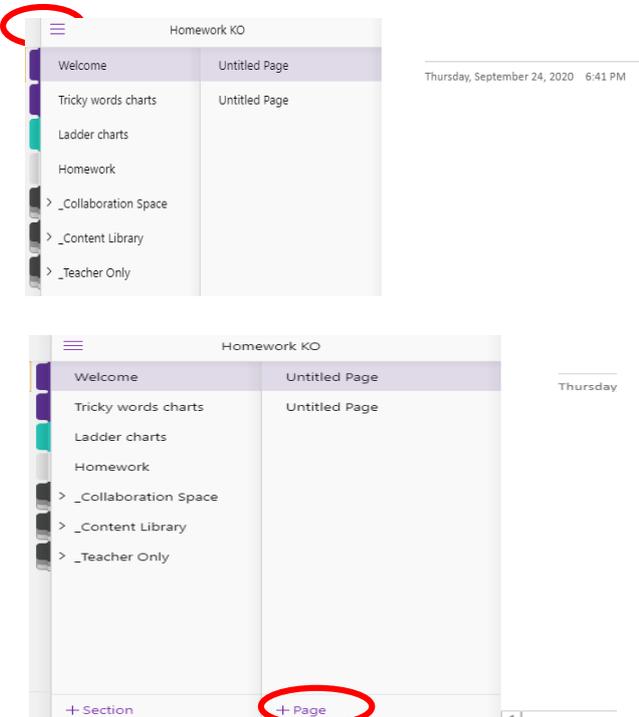
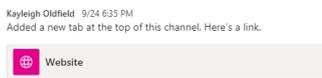
Dear Parents and Carers,

First, let us begin by saying a huge thank you for all of your support over the past few months with our online learning provision. As you are aware, last year we introduced SeeSaw across the school as a means of communication and it has been fantastic to see the wonderful work that has been completed at home. Staff members at OV have really enjoyed communicating with your child/children regarding the work set.

To further improve our home learning and provide more opportunity for discussion, we will be implementing Microsoft Teams across the school. Microsoft Teams provides a wealth of opportunities to develop our home learning and in-school provision. This form of blended learning will be implemented gradually across the school, in place of SeeSaw.

To access this home learning resource, you have several options:

	<p>You can access Teams via an internet browser using the following link <a href="https://teams.microsoft.com/">https://teams.microsoft.com/</a></p>
	<p>For the most convenient and accessible solution, we recommend downloading the app. If you have an Android or IOS smartphone/tablet. Download the free app to your device from the relevant app store – just search for Microsoft Teams. On a PC or Mac you can download the desktop app from the following URL: <a href="https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app">https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app</a></p> <p><i>*You may also need to download Microsoft OneNote to gain full access to anything we upload! (Now you have a Ventrus e-mail you have access/ can download all Microsoft Office Apps)</i></p>
	<p>After installing/opening the software you will need to enter your child's e-mail and password. These will be given to your child by their teacher.</p>

 <p>Orchard Vale - KO-1</p>	<p>Once you have entered these details, you will be able to login and click on our class 'Team'; <b>Orchard Vale – KO- 1.</b></p>
 <p>Orchard Vale - KO-1</p> <ul style="list-style-type: none"> <li>General</li> <li>English</li> <li>Homework</li> <li>Maths</li> <li>Phonics</li> <li>Science</li> <li>Wider curriculum</li> </ul>	<p>Within this 'Team' you will see a series of channels; as time goes on we will be using all of these however to start with we will be using 'General' and 'HOMEWORK (KO)'.</p> <p>General will be used for teacher notifications mainly, however you too can add to the conversation. (When logging in for the first time please post a short message or add an emoji so I know you have been successful)</p>
	<p>Now click the homework channel, please then click .</p> <p>Next click the 3 horizontal lines, then your child's name. Under '<b>Tricky words charts or Ladder charts</b>' you will find your child's current chart, ladder or level. Under '<b>Homework</b>' you will find the termly homework tasks for you to choose from.</p> <p>To complete a task simply click <b>+ Page</b>. Now you can type directly onto the new page, insert pictures or attach files. (You will need to let me know you've done this so I know when to look, you can do this by commenting in the 'General' channel or by sending a note into school.</p>

Teams gives us more flexibility in what we can provide and so we are hoping to develop editable worksheets, varied tasks, videos and more over time. We will also be looking at 'netiquette' with your children in school. This new way of working is a learning curve for all of us and we will be introducing pupils to this gradually over the first term. We appreciate your continuing feedback and support with our developing provision for children at Orchard Vale.

For communication purposes, please continue to either contact your class teacher by ringing the school or emailing them rather than communicating over Microsoft Teams, for now, until we have better avenues of communication up and running on Teams consistently across the school. (little notes when returning your reading books each week are great!) **If you do complete any of the homework tasks and uploaded images to Teams let us know so we can look at it remotely in class and celebrate the home learning.**

If you have any questions or queries regarding installing or accessing Microsoft Teams, please contact your class teacher by calling the school and they will be in touch to help.

Thank you for your continued support and we look forward to communicating with you and your child on Microsoft Teams.

Mrs Oldfield