



11th September 2020

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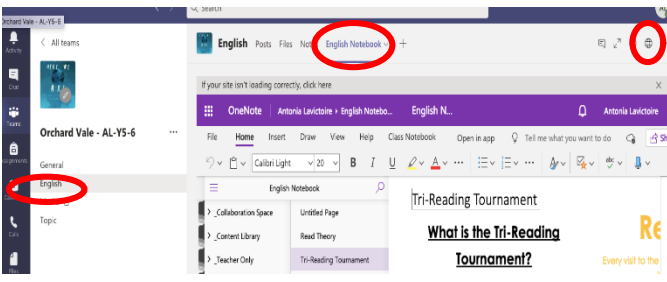
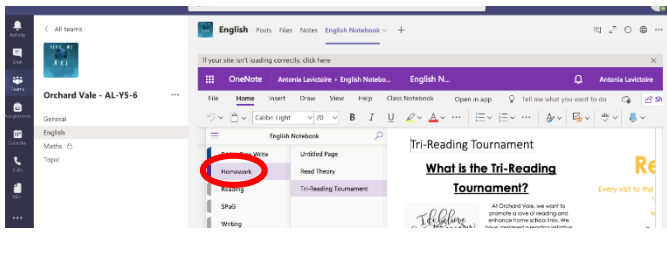
Dear Parents and Carers,

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 https://teams.microsoft.com/</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: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app *You may also need to download Microsoft OneNote to gain full access to anything we upload!</p> <p>(Our students are able to download the Microsoft Office package, as part of the Ventrus Office 365 subscription, using their school email address, as verification for the download.? (This can be accessed via the 'Install Office' button on the Start page following login at office.com)</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>Once you have entered these details, you will be able to login and click on your child's class Orchard Vale 5/6 'Team.'</p>
	<p>Within this 'Team' you will see a channel entitled 'General' and other channels displaying different subjects. In the 'General' channel, you will see posts including a guide to help you use Teams and access all the areas. We will update it as we go, in this location, so do check back if you have queries as we will look to address any frequent concerns or questions. In the 'General' channel your teacher will post any general messages or notices.</p>
	<p>Under the subject channels, there will be 'Homework' sections within each pupil's subject specific 'Notebook'. You will find these notebooks on the tabs at the top of each specific subject channel. (You can download the One Note app or click on the symbol to view these notebooks more clearly.)</p>
	<p>Here, we will be working with your child to set weekly home learning for maths and English, whilst including the resources required to complete these tasks, encouraging reflective and independent learning. This is a pupil log in, rather than parent log in, which will allow pupils to make changes to their work, so we will be working with pupils to ensure that they are editing and working on pieces of home learning where appropriate and making changes were instructed.</p>

Teams gives us more flexibility in what we can provide and so we are hoping to develop editable worksheets, quizzes, videos and more over time. We will be looking at 'netiquette' with your children in school, setting up their accounts and learning platforms with them. 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. If you have any questions or queries regarding installing or accessing Microsoft Teams, please contact Mrs Lavictoire by calling the school and she 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 Lavictoire

Miss Squire