



**Rainhill St Ann's CE Primary School**  
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Headteacher: Mrs Laura Rynn



Always our best for God, each other and ourselves.

Dear parent/carer,

Inline with current government requirements, all students who have to self-isolate due to COVID19 should receive immediate access to remote learning. In order to provide the highest-quality remote education for our students, we have recently transitioned to Microsoft Teams as our remote learning platform.

Please watch the following videos in order to learn how to install Microsoft Teams onto your home laptop or smart device as well as to get familiar with how the system will be used for remote learning.

**Setting Up Microsoft Teams:** <https://youtu.be/UOyIRsQoQJU>

**Using Microsoft Teams for Remote Learning:** <https://youtu.be/zrgARhXRV8g>

**Uploading work using Microsoft Teams:** [https://youtu.be/kLWBhxf\\_Vpl](https://youtu.be/kLWBhxf_Vpl)

Your child's log in details can be found in your child's Home School Diary.

Before your child begins using Microsoft Teams for their remote learning, ensure that both they and yourself have read through the 'Remote Learning Acceptable Usage Agreement' which can be found here:

[https://forms.office.com/Pages/ResponsePage.aspx?id=r9bU20O8dU-7UaJ\\_-VobDrno47j1UjNlgEJKq-NatkJUMUVWRDFPWetUMkM3RFZZMDJPVThFRTFJRC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=r9bU20O8dU-7UaJ_-VobDrno47j1UjNlgEJKq-NatkJUMUVWRDFPWetUMkM3RFZZMDJPVThFRTFJRC4u)

**What do I need to do now, before the end of this half term?**

Over the next two weeks it is important that even if your child is not currently learning from home you spend some time, with your child, learning how to use MSTeams. This is so your child feels confident with the software if they do end up having to isolate next half term. Your child will also get the time in school to familiarise themselves and to ask any questions. Our aim is that the majority of each class (year group dependent) are able to access and use MSTeams independently. To encourage all of our children and parents to use MSTeams we have uploaded your child's spelling list under the Spelling Channel in MSTeams, from this week this is where you find your child's spellings instead of on the school website. If you are using a laptop or computer your child can also access TTRS, Numbots, Bug Club and Spelling shed using MSTeams – these websites unfortunately don't work, through MSTeams, if your child is using a phone or tablet.

If your child is or does end up isolating before we finish for the ½ term the website and our YouTube channel will still be used for your child's work – this is so our children and parents/carers have enough time to understand and transition over to using MSTeams. At the end of Autumn 1 we will be moving to MSTeams and will be closing the Covid-19 pages on our website as well as the year group email accounts.





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**What will MSTeams be used for from next half term?**

From Autumn 2 we will be using MSTeams to upload your child's weekly homework, as well as continuing to upload your child's spellings. Should your child have to isolate MSTeams will be our only remote learning platform.

Finally, please use this rough timetable as a guide to what an average day of remote learning will look like (should your child need to isolate). We have included some timings on this sheet as, in order to meet government guidance and to ensure children do not fall behind, we expect students to log on, access work and submit work by certain times of the day. This will allow teachers to give feedback and continue to develop the student's learning, rather than chasing up work from previous days.

**9:00 – 9:30** - Registration – students will be expected to log in and sign the 'Morning Register' by 9:30am at the latest. School will follow up any students not logged in by this time via a phone call.

**9:30 – 12:30** - Access morning sessions. Your class teacher will be online on Microsoft Teams to answer any queries and support you with your work. Remember, submit your work as soon as you have finished it.

**1:30 – 3:30** - Access afternoon sessions. Again, you class teacher will be online during this time frame. Make sure your work is submitted by the end of the day to ensure quick feedback! Any work submitted after 3:30 may have to wait until the next day.

*There will be some flexibility for children with special educational needs. Your child's timetable/arrangements should be discussed with your child's class teacher.*

We thank you for your on-going support

Mrs Rynn

