



Inspiring a love of learning through  
the bonds of family, faith and friendship.

# Folksworth C of E (VC) Primary School

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Dear Parents/ Carers,

As I have previously mentioned in newsletters, we have been working in the background to develop the role of technology within our school. The situation we are now facing may prove to be a good time to implement this, although it has come sooner than we had planned!

Today, in class, the children were introduced to Microsoft Teams as an online tool for working. Each child has an individual username and password and this subscription allows pupils full access to Microsoft Office 365 online which includes Word and PowerPoint.

The children have been shown how to use Microsoft Teams to communicate with their teacher and classmates within the Team through a chat (posts) section. We would remind pupils that if this facility is misused it will be switched off. There is also an 'Assignments' section where teachers will be setting work on a daily basis. This can be completed and a file uploaded or can be completed live on Teams. A guidance sheet is attached to this letter and a paper copy will be coming home with your child today along with their username and password.

To access this tool pupils will need a device which can access the internet such as a tablet or laptop. If you do not have access to a device please speak to us and we will try to find an alternative arrangement.

If you do have any problems please email your child's class teacher and they will work to resolve this with you.

In the meantime, teachers will be setting an English task and Maths task on a daily basis. An open ended topic task will be uploaded once a week. Teachers will be able to view this and give some feedback electronically. Whilst school is open, your child does not need to complete this work as it is designed to replace the work done in school. In the event of the school having to close then all work will be uploaded by the teaching staff.

This is a new initiative that we had hoped to trial further before rolling out to the full school, but hope that it will be able to provide guidance for home learning. If we find that this is problematic, we will review how we provide home learning whilst children are unable to attend school.

Once again, thank you for all of your support during this uncertain time.

Yours sincerely,

Michelle Norbury  
Headteacher

