



## Old Catton Church of England Junior School

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Head of School: K Connelly

Thursday 7<sup>th</sup> January 2021

Dear Parents/Carers,

I hope that this letter finds you all safe and well at home. As we enter this new lockdown period I wanted to write to you regarding our online, remote learning programme. Hopefully you have already seen the information we sent out on Tuesday 5<sup>th</sup> Jan outlining our live lessons for English and Maths this week and our Remote Learning and Microsoft Teams Protocol document.

In order for us to teach the children we have in front of us in school and everyone at home, it is vital that you have read and understood these terms. Please read them and discuss them with your children.

Yesterday was the first day of live lessons online and I think we can say that so far it has gone well. Thank you to everyone who joined us on Teams and took part in the learning. We know it is very different and we are all learning how to make it work best. Please bear with us while we work out what works and what doesn't. In order to make it as smooth as possible please can you ask that your children are ready for the lesson 5 minutes before it is due to start and to only use the chat function to ask questions to the Teacher that are relevant to the lesson content. It is not a function to chat to their friends. This is the same as we would expect in the classroom.

We are also aware that you may encounter problems with connectivity during a lesson. We are experiencing this too. We are aware that at times the internet may not be able to cope with the amount of people trying to access technology across the local area. Please try coming out of the video call and logging back in again. The Teachers are unable to provide technical support during the live lessons. We can help the children navigate their Teams account but we can't fix problems that are associated with your devices or internet at home. If the live lesson is not able to continue productively, the Teacher may need to end the lesson and assign work on Teams. We are working to improve this situation.

### **Laptops and devices for remote learning**

We know that some families are struggling with devices at home. It may be that you do not have a suitable device on which your child can access Teams, or that you have multiple children at home all needing access to different lessons at the same time. We understand all of these issues and will try to help as much as we can. We have limited laptops that we are able to loan out to our families. We have applied for more from the Department for Education and are hoping that a new allocation will be with us soon. Please let us know if you do not have a suitable device for your child to access their learning and we will allocate the resources we have accordingly.

If you are struggling with your data use, as you are using your phone to access learning for your child, some mobile networks are offering free data for pupils. We can apply for free data for you but will need you to complete this

form for us so that we can apply on your behalf. Please follow this link to complete the form and submit it so that we can collate the information and make the necessary application.

<https://forms.office.com/Pages/ResponsePage.aspx?id=PRI4bNT1N0uD4fRkQTwwQgMB6MgJSbljXisVRRVIGdUQjZLNzUwMzVZNIRQNFJNWEhMSUI4UkJVVC4u>

We have attached a poster for your information about the Norfolk Assistant Scheme. This is for individual families to apply to for assistance to access electronic devices to enable access to remote learning during school closures. Please see if you may be able to apply through this scheme.

### **PlayStation and Xbox**

We have been made aware that PlayStations and XBoxes can access Teams! This may be a game changer for families who have these gaming devices at home. If you do, please try using the steps outlined below in order to use these devices to access your child's home learning. I believe there are numerous online video tutorials on YouTube to help you navigate setting this up.

#### **Xbox**

1. Turn on Xbox and go to the Home Screen
2. Go to my games and apps
3. In apps select Microsoft Edge or any other web browser
4. Type in Microsoft Teams into the search engine
5. Select Microsoft Teams
6. Sign into Microsoft Teams as you would in school
7. This will give you access to the Teams Meetings. You may need to communicate using the chat function as there is no web camera or microphone on the Xbox
8. To move around you use Xbox controller or plug in a mouse

#### **PlayStation**

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PS4 logo on the controller
3. Go to the library and find options for games and applications
4. Go to applications and you will find the internet browser
5. Type in Microsoft Teams into the search engine
6. Select Microsoft Teams
7. Sign into Microsoft Teams as you would in school
8. You can then access your work through one drive and use key packages including: Word, Teams, Excel, PowerPoint, your emails

We hope this information helps you to support your child's learning online during this time.

Many thanks,



Mrs Kate Connolly  
Head of School  
Old Catton Junior School