



Rushen Primary School

Learning and Growing

Dear Parents and Carers,

Our online distance learning provision is outlined in the Distance Learning Protocol RPS document, which can be found on the website (Distance Learning January 2021 > Distance Learning Protocol - tab on the left). This is in line with the Guidance for Distance Learning Provision, Primary Phase, DESC.

We understand that many parents and carers will be working from home in full time jobs. Please do not feel under pressure. Do what you can. The protocol outlines suggestions for parents. You may not be able to support your child with their learning during the day, but may support them in the evening or at weekends. When your child returns to school, we will continue to support your child with their learning, ensuring they make good progress and are on track. When we returned to school in the Summer Term 2020, the teachers focussed on getting learners back on track and the children and teachers worked in a focussed and determined way to achieve that – there was a real learning buzz in the building and we were very proud of our pupils and staff.

The Distance Learning Plans are linked to the school curriculum and can be used as usual by families. There is a full week of learning activities in each plan to cover the core and foundation subjects. They will give you a structure if you wish to use them. These are supplemented by the website links and recommendations to be found on the school website. There are many links to a range of subjects for you to explore. The National Oak Academy virtual school introduced by the English Government, provides pre-recorded video lessons along with the BBC and White Rose Maths, for example. Teachers will also be referring to these and providing specific links in the plans as we move forward.

There are also Year Group plans on the website, from Summer 2020 when we returned to school. Teachers felt that planning these units would provide extra learning opportunities for a later date and they will certainly come in useful now to supplement your learning at home if required.

To supplement the Distance Learning Plans, Rushen Primary School has chosen 'Microsoft Teams' as an online learning platform to allow communication and contact between pupils and school during emergency school closures, if you wish. **This is not compulsory but is offered as extra support.**

We have produced a guide to help you find, download, install and use 'Microsoft Teams'. Please read it carefully and follow the instructions. If you have any technical issues you will be able to seek technical support online (using Google, for example), before contacting school directly for support. RPS is a large school with almost 300 pupils and it will not be possible to provide technical support to large numbers of users, so please read the instructions first.

This is the first time that we have used an online platform in this way and this is probably the same for you. Please work with us and be patient as we all work out how to best use the platform and we will be adapting and improving as we go. The staff are very motivated to use this platform and are keen to be communicating with pupils. Staff will also be contacting some families, for example, vulnerable pupils, via telephone.

I would like to thank the parents who are essential workers, of the pupils attending the 'school hub' for their thanks and kind messages as we have got the hub running immediately, the morning after the school closed to all pupils. Learning plans were also provided immediately for the first two days. I would also like to thank all parents who have sent messages of support. We look forward to working with you closely to ensure that this 'circuit breaker' is effective. We look forward to welcoming all of the children back to school as soon as it is safe to do so.

Take care,

Ms Owens

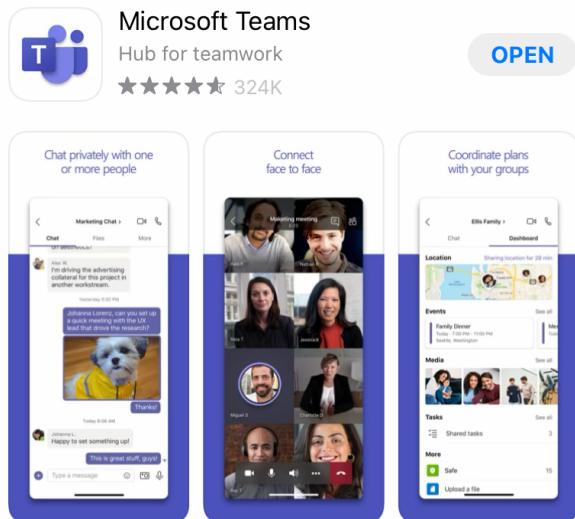
Microsoft Teams arrangements and expectations

- Online platforms facilitate communication between teacher and pupil.
- Posted comments will be visible to the whole class and to the class teacher as well as the administrators of the 'Team'.
- Any comments in responses to the teacher posts should only relate to learning.
- Do not upload any documents, pictures etc to the file section at any time.
- Any inappropriate comments, files etc not related to learning will be removed. If there are repeated incidents then the individual will be removed from the Team (Distance Learning Resources will still be able to be accessed via the website).
- Teachers will respond to comments as soon as they can. Your child's class teacher may be working in the School Hub, planning learning for current/future weeks or be absent from work due to sickness or health reasons, for example (refer to the Distance Learning protocol). This means they will not be able to respond immediately.
- Only submit the assignment set by the teacher. Please do not submit or upload other recorded learning onto Teams at this time.
- Parents – please do not do the work for your child. It is much better for you to support them – we recognise this can be a tricky judgement call.
- When we use Teams to facilitate communication, this is designed for the teacher and your child to communicate between them. Please support them to do this. This will be more challenging, the younger your child is. Older pupils will be a lot more independent.
- Each day there will be a morning (approximately 9am) and afternoon (approximately 1pm) welcome post from the class teacher. **Please ask your child to click the 3 dots and post a thumbs up.** No comments are necessary. This will act as a 'register' and we will be able to see who is using the platform.
- **Your child does not need to be on Teams at 9am and 1pm. They can 'thumbs up' any time and their teacher will see it later.**
- Pupils will be able to ask questions regarding their learning.
- The teacher will respond.
- No other comments or content should be uploaded.
- Two assignments per week (one English and one Maths), will be set and feedback will be given, via 'Assignments'. Sometimes this feedback will be for a class, group or individual as appropriate.
- Please do not undertake Assignments before the date the teacher tells you, as you may have to complete the learning activities during the week before you complete the Assignment.
- On Friday afternoons at 1pm, each class teacher aims to post a question on the 'Posts' page for the children to think about and discuss. The questions are deliberately thought-provoking and do not have a 'right' answer. For example, **If you were bigger than your parents, who would be in charge? Is it ever unfair to treat people the same? If you could look inside your brain, could you see the thought, "I'm looking inside my brain?"**
- The teacher will facilitate the discussion, prompting ideas, rather than leading it. The children will post their own thoughts, ideas and opinions for others to comment on. The discussion will last about 30 minutes.
- It would be very helpful if you could ask your child about the question and discuss it further over the weekend, sharing your own thoughts, ideas and opinions with them. On Monday mornings, at 9am, the teacher will follow-up the discussion for a further 30 minutes.

Using a phone/tablet

First go to your relevant 'app store' and type in microsoft teams. Download this app.

You will come to a sign in page. Type in your child's username and click 'sign in'.



Sign in using your work, school, or Microsoft account.

Enter email, phone, or Skype

Sign in

[Get help with signing in](#)

If you receive this message, the email address is incorrect. Double check it has been typed correctly.



16johnsmith@sch.im

Sign in

We'll send a code to 16johnsmith@sch.im to sign you in.

Send code

If the email address is correct you will be asked to enter your child's password.

Enter password

Password

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

The screenshot shows the Microsoft Teams mobile app interface. At the top, the status bar shows the time as 14:04 on Thursday, 7 Jan, and the battery level at 63%. The app header includes a menu icon, a search icon, the word 'Teams', and a plus icon with a settings gear. Below this, a list of teams is shown, with 'Fenella' selected and highlighted. An arrow points from the text 'Class name.' to the 'Fenella' team name. The 'Fenella' team has a 'General' channel selected, and an arrow points from the text 'This is where you will find your home learning grid/resources.' to the 'General' channel name. The main content area shows the 'General' channel with tabs for 'Posts' and 'Files'. Below the tabs, there is a message stating 'No one has sent any messages yet' and a prompt to 'Try @mentioning the people you want to participate in this channel.' At the bottom of the screen, there is a navigation bar with icons for 'Activity', 'Teams', 'Assignments', 'Files', and 'More'. An arrow points from the text 'This is where you will find your weekly assignments.' to the 'Assignments' icon in the navigation bar. A 'Posts restricted' banner is visible at the bottom of the main content area.

Class name.

This is where you will find your home learning grid/resources.

No one has sent any messages yet

Try @mentioning the people you want to participate in this channel.

Posts restricted

Activity Teams Assignments Files More

This is where you will find your weekly assignments.

Using a computer

Using google chrome web browser, go to office.com and sign in using your child's username/password.

