

## Cottingham Church of England Primary School

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Dear Parent/Carer,

### Use of Teams

As you know, we have all made the transition from using Zoom to now adopting Microsoft Teams over the last few weeks. For most of us, it has only been in use for a few days. I would like to firstly thank all of the staff for implementing this change quickly with their usual positivity, 'can do' attitudes and with patience. Zoom had become somewhat of a comfort blanket, something that is always tricky to drop. Like many schools, Teams is used as it offers a far more secure learning platform for the children and staff to use. Due to government funding, it will also be something that we can use in the future to enhance learning both in school and at home. There are many tools under the surface that we have not even looked at yet.

Secondly, I would like to thank the children for also taking the change from Zoom to Teams on board and within their usual calm stride. I am sure that they have enjoyed the chat forum that has offered them another opportunity to chat with friends and staff. As always, children are always robust and generally take upon change really well.

Lastly, thank you to the parents at home who have navigated their way around the home learning with such dedication, commitment and patience. Being a parent myself, we have all managed home learning differently and upon different learning platforms/devices. I hope that you are all as excited about our March 8<sup>th</sup> return as I am. I am sure that there will be challenges ahead but we will no doubt take them on. Thank you for all that you do with regards to the IT side of home learning. You have always ensured that devices are ready, programmes/Apps are loaded and links are clicked etc in readiness for learning.

For the next two weeks, the home learning will remain as it is currently. You will continue to receive the weekly planner with information relating to 'live' teaching and other resources. Additional resources will be uploaded into the files section of Teams where children can also find class news, whole school newsletters and spellings etc. Upon our return, Teams will still be used to upload such documents and Parentmail used less.

Going forward, I would ask that we all see Teams as an online base for the staff/children. It is an online classroom in which the children's independence should be encouraged. Parents may well need to assist with logging in, tech issues etc but hopefully by now the children can be encouraged and taught to do this for themselves. I am sure that they could teach us adults a thing or two! I would politely ask parents/carers to avoid using the Teams chat to raise concerns or questions. Instead, as always, please use the staff email addresses that are available to you and please be mindful that staff are working with children during school hours. It is important to remember that the teacher is probably attempting to deliver a 'live' session, plan work or mark assignments whilst also having to read and respond to chat. This function should be for the children/class teacher to use when appropriate to do so.

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Staff are receiving a number of messages in chat regarding screens freezing, sound not working, internet glitches etc. Unfortunately, we are not able to help with the majority of these messages. As you can imagine, access and quality of 'live' learning is very much dependent upon our own individual circumstances regarding devices and home internet access etc. If you do experience issues on a constant basis, please feel free to email the class teacher. I would ask that children/parents avoid posting the many messages regarding these 'glitches.' If for any reason a child has to log out of a lesson then the child can message the teacher and maybe arrange a catch up session or ask for further information. I know that this has already been the case.

As promised, I will write to you all soon with regards to our return for all children on March 8<sup>th</sup>. In the meantime, please continue to do a stellar job at home that is so much appreciated by us all.

See you soon,

Mr Scott (Headteacher)