



Glasco Academy

Part of

Fierté Multi Academy Trust

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Date: 25th September, 2020

Dear Parents/Carers,

Microsoft Teams

As a school we have been looking at improving our 'remote learning' systems in light of Covid19. We have therefore made the decision that from Monday 28th September, we will be providing remote learning for children who are having to isolate at home due to having symptoms of Covid19 or, if as a school, we have to close a bubble due to Covid19. Within school, and across the wider Trust, we use a system provided by Microsoft namely "Teams", and this will be the system that is used on a daily basis by staff to set and feedback on work for children who are unable to be in school due to Covid19.

Each class has its own "Team" which has all of the children in the class along with their Class Teacher, Classroom Assistant, SENDCo (Mrs Field), Assistant Heads (Miss Garey and Miss Bowers) and Head teacher (Miss Powell.) "Teams" can be an app downloaded through app stores or it can be used within a web browser. The children will be able to logon onto Microsoft Teams using their office365 login details which are in the front of their reading diaries.

Microsoft Teams has many different functions, the main functions we will be using will be accessing and editing work, feeding back to the children about their work and communicating as a whole class. To help with the using of "Teams" we have created help guides for different devices, we have attached them to this email and they will also be available to each "Class Team". There are going to be two channels on each "Team" called: "General" and "Keeping in Touch". The General channel will be where a member of staff can set the children work. The children will be able to comment on this thread but they will not be able to start a conversation. On the "Keeping in Touch" channel they will be able to start a conversation to everyone on the Team.

We are aware that we implementing many new systems at the moment, but we do hope that once we have these in place that it will make things easier for everyone and will enable us to continue to support you and your children.

Please could you read this Acceptable Usage policy, by clicking on the link below, with **each of your children** and complete the form signing to confirm that you as the parent and the children agree to the terms by **Tuesday 29th September**. Please be aware that as with Class Dojo, members of staff will reply to any comments at their earliest convenience.

https://forms.office.com/Pages/ResponsePage.aspx?id=lkslyJx0OkWsK1eu8-7dfRQIFV0gfCJHsl8fLT_6x9IUMUpTTFpSUUZaSOVSUVIJEw1REJRWUMzTCQIQCNOPWcu

If you have any questions, please contact the school office.

Kind regards

C. W. Cooper

(Computing Lead)