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17<sup>th</sup> April 2020

Dear Parents and Carers,

**RE: Home Learning: Launching Microsoft TEAMS**

We hope you are well and safe with your families.

Over the last few weeks, during this unprecedented time, we have moved to home learning to continue supporting your child with their education at The Crest Academy.

Currently, we are using Show My Homework to support your child's learning. To further provide excellent learning opportunities at home we are launching the use of Microsoft Teams as an additional learning platform.

Staff and students will be receiving training on the use of Microsoft Teams.

Your child can expect to receive their daily classwork and homework via Show My Homework including guidance on how to submit his work for each particular teacher.

Where possible, your child's subject teachers will deliver some teaching through Microsoft Teams. I attach the guide that has been issued to all pupils explaining how this will work.

On any given school day for which remote learning is in place, pupils are asked to:

- Log on to Office365 as directed by the subject teacher, who will contact students and parents with details of when the lesson is taking place
- Download the Microsoft TEAMS app on their mobile phone, where possible.
- Download the work set for each lesson from Show My Homework, complete the work and submit any requested work by the deadline date set by the Teacher;
- Ensure that all classwork and homework are 'Marked as Submitted' within their Show My Homework task list.
- Download GCSE POD as an app on their mobile phone or tablet where possible.

Teachers are working very hard to set remote learning tasks. I would, however, ask for some patience as we roll out a new set of procedures for staff and pupils – we are all learning new skills. I would welcome any feedback as we go along so that we can adapt our approach to best fit the needs of our pupils.



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#### **Safeguarding During Home Learning Teaching & Learning Policy**

- A new policy is being finalised and will be shared with parents. A summary will be shared with pupils as well to ensure that they fully understand our procedures and protocols.
- Parents and students will be expected to read the information shared and sign to say that they have read the summary and agree to the new Safeguarding during Remote Teaching & Learning Policy. This can be done through email where you will send confirmation that you have read the document.

As you are aware, pastoral support will continue and as always, you are welcome to contact us if you have any concerns.

Thank you in advance for supporting and encouraging your child to do their best. We trust that all pupils will step up to the challenge, work responsibly and demonstrate resolve in their endeavours.

Yours sincerely,

Ms Indira Purushothaman  
Associate Headteacher



**E-ACT**



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