



WE ARE "GOOD"  
✓ ACHIEVEMENT OF PUPILS  
✓ BEHAVIOUR AND SAFETY OF PUPILS  
✓ QUALITY OF TEACHING  
✓ LEADERSHIP AND MANAGEMENT



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'Dream, believe, achieve together'

22<sup>nd</sup> January 2020

Dear Parents/Carers

### Microsoft Teams – Daily Online Registration/Check-in Sessions

It is important that this letter is read along with our [letter about remote learning on 7<sup>th</sup> January](#) as this letter contains important updates in the next stage in our remote learning.

When year groups are ready next week (EYFS, Years 1&2, Years 3&4, Years 5&6), we will begin using Microsoft Teams to host a very short (no more than 8 minutes) daily online registration/check-in session with pupils who are learning at home. We want the children to be able to meet online with their classmates and teachers and also discuss the school work which has been planned for them for that day.

All children's Teams user names and passwords have been sent to you via ClassDojo apart from Years 1&2 which will be sent out to you shortly. If you have not received the details, or if your child is experiencing any login issues, please email the school office: [office@roundhill.notts.sch.uk](mailto:office@roundhill.notts.sch.uk)

### What Happens Next?

When teachers are ready they will contact you via ClassDojo to let you know when the daily online registrations/check-in sessions will start and they will send an invitation to a video call meeting on Teams to your child. Please note that not all online registration/check-in sessions will start on the same day so please wait for confirmation on ClassDojo from your class teacher as to when each year group will start. Please make a note of the time of the recurring meeting so that your child can join every day at the correct time, this will also be scheduled in the calendar area of Teams. Timings for the different year groups are staggered so that families with only one device can use it with multiple children. The timings will be:

9.00am - 9.10am: KS1 (Years 1&2)  
9.10am - 9.20am: UKS2 (Years 5&6)  
9.20am - 9.30am: LKS2 (Years 3&4)  
9.40am - 9.50am: EYFS

The timings are deliberately short and each video call will last no more than 8 minutes. Remember the aim is not to be 'live teaching', it is aimed at settling the children into a work routine at the start of the day. All children in school will also be viewing the daily online registration/check-in session from the classroom.

### How to Log on

We have created a short tutorial video demonstrating how your child can log onto Teams and join their scheduled meeting. It can be viewed here: <https://youtu.be/vkOfnbGTISA>. There is also a useful 'What parents need to know' document on the Microsoft website which you can view by [clicking here](#).

We all know that seeing familiar teachers by video is a great motivational tool to get the children to do the work and we are sure that your child will be excited to participate in their Teams meetings. Just like a normal school lesson, there are a number of ground rules which we would like you to read through with your child:

- You need to be aware that we may record the session for safeguarding purposes. These recordings will be stored according to our school data protection policies. There may also be two members of staff present in the Teams meeting and members of the Leadership Team will drop in from time to time too
- The Teams sessions are for children as a tool for learning, no guests or grown-ups please (unless supporting your own child!)
- Do not share our links for learning or passwords with anyone
- Do not record the sessions or upload videos or images from Teams to any other platforms (for example Facebook)
- Always use respectful language – it is our Virtual School
- Report any concerns of individuals to the class teacher

"A good school...where all groups of pupils make good progress... and some make outstanding progress"



We assume that by using Teams you agree to these rules and you consent to your child being visible to other pupils and staff members in the Teams meeting.

In addition, it is worth remembering some of our other top tips that we have shared previously with regards to children learning at home:

- Try to encourage your child to be ready and dressed for the start of the school day
- Distinguish between weekdays and weekends, and make it clear when the school day is over, to separate home and school life
- Plan breaks and exercise into the day to help keep your child active
- [Support materials are available on our school website](#)

### **Dealing with Technical Issues**

Please bear with us as we start these daily online registration/check-in sessions as it might take a few times to get it right. Our advice is to prepare well in advance, test the system yourself over the weekend if you haven't already done so. Please do not wait until the morning of the meeting to log on the first time as you risk ending up with an upset child. Staff have been told not to deal with log in issues during the call so if you are unable to log in and access Teams on the first day, email the school office and let us know. However, please make sure you have watched all of the support materials and videos as we can offer limited technical support and the tutorials will be able to answer the vast majority of your questions.

If you have any questions or concerns please email [office@roundhill.notts.sch.uk](mailto:office@roundhill.notts.sch.uk)

Yours faithfully

*Adrian Nash*

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Head teacher