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Headteacher: Mr. M. D Thornley BSC (Hons)

**Thursday 8<sup>th</sup> October**

**RE: REMOTE LEARNING – HOW TO USE MICROSOFT TEAMS – YEARS 1 -6**

Dear Parent/Carer, I hope everyone is safe and well.

As many of you will already know, if individual children are self-isolating or a class is required to close as a result of COVID-19, we are building a strong contingency plan to allow for remote learning to take place.

Recently, we had to close Year 6. **93% of the children in Year 6 consistently engaged with remote learning using Microsoft teams.** Nothing can replace physically attending school but nevertheless the children were able to **move forwards in their learning** as a result of our remote learning offer.

At Heathfield, the team have worked incredibly hard to put our Remote Learning package together and we are learning quickly what is working well.

**To ensure that parents can use Microsoft Teams, we are hosting two sessions next week that will be really useful for parents should your child need to self-isolate and/or is already self – isolating. We feel it is much better to be prepared! The session will focus on showing parents how their children can log in, view and hand in work, and use the chat functions to talk to the class teachers and other students. You will also have an opportunity to ask any questions you may have about Microsoft Teams during this session.**

Monday 12<sup>th</sup> October 4:30pm [Join Microsoft Teams Meeting](#)

Tuesday 13<sup>th</sup> October 2:15pm [Join Microsoft Teams Meeting](#)

**Click on the link above to join. The session should last approx. 30minutes**

**We understand that all families are unique in their individual circumstances but engagement in home learning is essential to ensure more learning time is not lost and all children in the Heathfield family achieve their potential.**

If these times are not convenient for you, we have also sent out a 'How to...' document to parents on 17<sup>th</sup> September and this is pinned to the Heathfield Facebook account. You could also book a telephone conversation with Mr. Wyatt – email [parents@heathfield.bolton.sch.uk](mailto:parents@heathfield.bolton.sch.uk) to arrange this.

We will email parents this letter as well so that you have the links on your email. We are aware that some of our letters expire when sent via text (we are looking into this!) **If we do not have your up to date email address, please send to the [parents@heathfield.bolton.sch.uk](mailto:parents@heathfield.bolton.sch.uk) email address! There will be a copy of this letter on our website too – Parent info; Remote learning information.**

If you require any support or have any questions, please contact school. **I want everyone in the Heathfield family to feel supported.**

Yours sincerely, Mr. M D Thornley (Headteacher)

*'Learning together, Learning for life'*