



Oldfield Primary School

Bray Road, Maidenhead, Berkshire, SL6 1UE

Telephone: 01628 621750

Website: www.oldfieldprimary.com

Headteacher: Mr Richard Jarrett



5th January 2021

Dear Parents/Carers of EYFS Inkpen Class,

As you are aware, we have unfortunately had to close the school as part of the new national lockdown.

Oldfield is however committed to providing continuity of education to its learners and will do so in the event of any closure so that children who are learning remotely have the same quality of teaching and learning as if they were in school.

From tomorrow, I will be continuing my teaching using Microsoft Teams. The children will be expected to log onto Teams from 9:30am everyday where I will run a live 'class welcome' and story, as well as outlining what work I would like the children to complete during the day. The children will then be able to see their 'assignments' where I will explain the tasks further in a pre-recorded video and explain the task they should be undertaking. Children can submit any completed task by uploading a photo of their work – we will only expect the children to submit work for specific tasks due to the age of the children, these tasks will be clearly identified. An additional letter outlining the timetable will also be sent to you.

As the EYFS children will be unable to log on or manipulate the computer with confidence on their own, I kindly request that you are present to support them in their learning during each live and pre-recorded session. I suggest you log on for them and share the videos with them during the day, you have already been given their email and password which they will require for Microsoft Teams – if you have misplaced their email or password please contact me immediately. The children will also need support in having some resources prepared and ready for their learning, eg: paper, pens, objects to count – we will outline these resources to you in advance. The children may also need a task explained to them again by an adult or have the recorded video replayed. We will be recording the main lessons in advance so you can pause, review and re-watch the sessions if your child needs to recap any learning.

I will be emailing out a timetable for the week, the pre-recorded lessons will be added to the calendar each day. I will be holding 2 live sessions a day to speak to the children, read a story and introduce/recap the learning from that day. **Due to GDPR and Safeguarding reasons, the children will have to have their microphones and camera turned off as the live sessions are recorded for Safeguarding purposes.** As previously requested, please be supervising their child when they are accessing any videos or live sessions.

To log on you can use their email (e.g. johnpractise@oldfieldprimary.com) to log into office365 and then sign in with their secure password. You will then need to click on the 9 dots on the top left-hand corner of the browser and then click on teams. If the children have their own device at home they can download Teams and just sign in each time using their secure password.

If any child does not have a suitable device from which they can both access and complete their work please do let the school office know immediately. We can help you with this.



There may be a temptation once on Teams to start chatting to their peers but, as before, we would ask you to help reinforce the rule that pupils should only use this function at the end of the normal school day and not during it. Any pupil who does not follow this rule will be prevented from using the chat function at all times, which would be a great shame.

The other rules the children follow at school are:

Never tell anyone your password
Never write anything unkind
Always tell an adult immediately if you see or hear anything that upsets you.

In order to keep some normality to the week and for the children to interact with one another we will be holding a 'show and tell' session on a Friday. I will create a PowerPoint of images that we have received that week from parents/carers which I will share and talk through during the live session on Friday. If you send me an email with a show and tell picture I will assume you are happy for me to include it in the PowerPoint and give permission to share your child's image, which will be shared with the whole class.

If you have an older child at Oldfield there may be conflicting live sessions. I will be recording all live sessions for you to access at your own leisure if you are not able to attend the live session. I kindly request that you keep to the timetable as close as possible as the lessons will follow in a specific order.

I will be accessing my emails during the day in between live, recorded sessions and the teaching of any key workers or vulnerable children in school. If you have any questions regarding the work set please do email me. We expect the children to submit a photo or video of some of their completed work/tasks. Due to the age of the children a photo will be sufficient evidence. We will be asking that for the final 3 days of this week you upload 1 photo a day and from next week onwards you submit 2 photos a day. We will highlight the tasks we would like you to share with us at the start of the week.

I understand that this is a strange time and this form of learning can be difficult. For further details please may I draw your attention to the Remote Learning policy on our school website - <https://www.oldfieldprimary.com/attachments/download.asp?file=1889&type=pdf> but please do feel free to contact me if there are any issues.

Many thanks and take care,

Mrs Samantha Pickering

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