



PROPRIETOR: LOUISE GEAR

# Widford Lodge

HEAD TEACHER: MISS M. COLE

WIDFORD LODGE SCHOOL LTD, WIDFORD ROAD, CHELMSFORD, ESSEX CM2 9AN

17<sup>th</sup> April 2020

Dear Parents,

## Microsoft Teams for Reception and Pre Prep

I do hope you are all well. This email is specifically about our use of Microsoft Teams for video meetings: I will send a more general back to school update next week. As I mentioned before the “break”, we have been working hard to implement Microsoft Teams for remote learning for the Prep school and for video meetings across the whole school: you have no doubt seen the increasing safeguarding concerns about zoom hence our choice to use Teams instead.

For Reception and Pre Prep children, form teachers will continue to send a daily email the night before outlining the suggested work for each day. As previously, we recommend that all maths and English work is completed and returned on the day set and that the other subjects are voluntary but advised. Teachers will continue to inform either me or Mrs Pawsey if they don't hear from a pupil for a couple of days, so that we can check that everything is OK. Please continue to communicate with form teachers and send work back using email.

I am so grateful to all of the staff for working incredibly hard over the last two weeks to get Teams up and running and to become familiar with its functionality.

I have asked the Reception and Pre Prep teachers to split their children into three groups and then to schedule video meetings with each group at times to be advised to parents. The teachers are planning to host these meetings three times each week initially. They have put together a suggested timetable taking into account when any siblings are already scheduled to be on a video meeting so that clashes are avoided: this will be emailed to you next week.

Our hope please is that you will help your children to log on over the weekend and check that they have the correct Team shown, ie their Form name such as RW. They could also, with you, check that the cameras and microphones are enabled.

There are some rules/etiquette to be followed during video meetings and when using Teams please, if you could run through these with your child:

- Pupils should not be in their bedrooms when in a meeting with a teacher

- Pupils should be dressed and not in their pyjamas when in a meeting with a teacher
- Pupils should not record the video meetings
- Pupils should not use the Teams messaging function
- There should be a parent in the room when a pupil is in a meeting with a teacher.

Finally, some details about how pupils should log in and use Teams.

There are 2 versions of Teams, a Desktop version and a Mobile version (found on Google Play and iTunes store). You can download either version easily: you can use this link to download the Teams App to your device [here](#)

Form teachers will be sending parents this afternoon pupils' login details.

After logging in, pupils will see a main page with a set of icons along the left side (or along the bottom on the mobile app). The icons read as:

Activity/Chat/Teams/Assignments/Calendar/Calls/Files.

Clicking on the Teams tab will bring up the Team for that pupil.

Your child's form teacher will be in contact with you to arrange the first video meeting. Please try logging in over the weekend so that you and your children are ready for the first meetings which will start on Wednesday but do contact your form teacher on Monday or Tuesday if you have problems logging in.

Thank you in advance for your patience and support. Teachers have all been sent some guidance and expectations regarding work and feedback following our first nine days of remote learning, so thank you for your positive comments and suggestions that have contributed to this.

Michelle Cole  
Headteacher

