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EXECUTIVE HEAD TEACHER

MISS INDERJIT SANDHU OBE, BA Hons, MA

Hi **Scholars Academy Trust**  
M Company Number 8515149

## LAUNDE PRIMARY SCHOOL

**New Street Oadby Leicester LE2 4LJ**

29 October 2020

Dear Parents/Carers,

As you are aware, just before half term, all children were given a user name and password for our virtual learning platform, Microsoft Teams. We have chosen this platform as it will provide a secure and school friendly approach to online learning here at Launde and is widely used by schools across the country.

All children had a half term task to do on here so that they can begin to get more familiar with this way of working. We hope they enjoyed using this. In future, all homework will be set through this to reduce the items being transferred between home and school and to use the technology regularly so that when and if, home learning is required, our children – and staff – will be already familiar with using Microsoft Teams and this will then be easier for all.

In order to make online learning a positive experience for all, it is important for us to remember what behaviours are expected when the children are using Teams. With this in mind, we have written a protocol for pupils that we would like you to go through with your child, sign and return to school.

We know parents and staff have enjoyed all the opportunities we have had in the past to communicate with each other and this has really helped the children feel settled in school and make the best progress possible. During the Covid 19 pandemic, we have had to reduce these opportunities. To help with this, we are putting staff individual emails on Teams for you to still have this chance to contact them directly. As you will appreciate, the teachers are teaching each day and do not check their emails daily. They will check them once a week, during the allocated time they have out of class for planning. If you want to speak to the class teacher about anything, they are still available for a short chat at the beginning or end of the school day. Alternatively, you can of course contact the school office who will then pass the message on and you will be contacted back. This is still the quickest way to get in touch.

We hope you will find this document useful and together we will be able to fully utilise our virtual platform in a safe manner.

We have planned a Teams meeting to provide support for any parents who wish for further guidance about using Teams with their child. Details will follow next week. There will be accompanying guides for any one not able to attend.

Kind regards,

Ms Priddey

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