



## Monks Coppenhall Academy and Day Nursery

"To be the best we can in mind, body and spirit"

"Working together to create better futures"

Date: 7/1/21

Dear Parents/Carers,

During this lockdown, the government expects your child to engage in home learning, which is something we strongly agree with. We appreciate that this can be very difficult, particularly for parents/carers who work from home. These are unprecedented times, but we cannot afford for children to miss out on any more learning.

To enable face-to-face contact, teachers will be completing a live lesson using Microsoft Teams each day and the instructions of how to access this are at the end of the letter (see Appendix 1). We would like your child to engage with this, but appreciate that access to multiple devices may be an issue. Therefore, the live lessons for each year group are staggered throughout the day as follows.

9:00	Reception
9:30	Year 1
10:00	Year 2
10:30	Year 3
11:00	Year 4 / 5
11:30	Year 6

A weekly timetable outlining the tasks for each week will be posted on Seesaw by every class teacher on Monday morning by 9am, and activities will be posted each day in the Seesaw activity area. Once your child has completed the work, please upload it as a document or a photograph and staff will then provide feedback throughout the day. Once your child has completed the afternoon task, this can also be uploaded and feedback given. Teachers and teaching assistants will be providing feedback from 9am until 3pm each day.

Many of the lessons will involve high-quality videos, which will guide your child with their learning. Alongside this, activity sheets may also be provided for your child to complete.

Please find at the bottom of this letter, a protocol for home learning, which is a means of protecting children and staff working online (see Appendix 2). We are requesting that these guidelines are followed during any live video lessons between the teachers and your child. These guidelines are an added safety measure to protect your child and the school staff. I am sure that you appreciate how important this is from a safeguarding point of view.

Should you have any difficulties with this (e.g. access to the internet or a device) please contact the office at [devices@monkscoppenhall.cheshire.sch.uk](mailto:devices@monkscoppenhall.cheshire.sch.uk) who will endeavour to provide an electronic device for your child to use at home. We are also looking into ways in which we can support families who have limited access to the internet.

During the isolation period, staff will make contact periodically to support you with any issues.

We understand that these are very challenging times for people in our community and we really appreciate how supportive you have all been.

If you or your child requires any support with mental health and well-being, please do not hesitate to contact our team by emailing:

Early Years and Key Stage One Children  
[eyks1wellbeing@monkscoppenhall.cheshire.sch.uk](mailto:eyks1wellbeing@monkscoppenhall.cheshire.sch.uk)  
Key Stage Two Children  
[wellbeing2@monkscoppenhall.cheshire.sch.uk](mailto:wellbeing2@monkscoppenhall.cheshire.sch.uk)

Yours sincerely,

Mrs P. Simpson

## **Appendix 1**

### **Monks Coppenhall Live Lessons on Microsoft Teams - Parent Guide**

You **DO NOT** need to login to Microsoft Teams at any point with an email or password

#### **Microsoft teams Using a tablet or phone**

1. Install Microsoft teams from the app store or play store depending on your device.
2. Open Seesaw and go to activities
3. Click on the Microsoft Teams activity pinned to the top of the page
4. Click on **join conversation**
5. **Join as guest**
6. Enter your name - first name and initial of surname
7. **Join meeting** and wait to be admitted into the meeting by the class teacher

#### **Microsoft Teams Using a Laptop**

1. Open Seesaw and go to activities
2. Click on the Microsoft Teams activity pinned to the top of the page
3. Click on **join conversation**
4. When the new window comes up you can either **download the windows app** or **continue on this browser** (easiest is to continue on this browser)
5. Click **Join now** and wait to be entered into the meeting by the teacher

#### **Microsoft Teams Using an Xbox or PlayStation**

1. Find your internet browser (PlayStation) or Microsoft Edge (Xbox) and select
2. Search for Seesaw and login

3. Click on the Microsoft Teams activity pinned to the top of the page
4. Click on **join conversation**
5. **Join as guest**
6. Enter your name - first name and initial of surname
7. **Join meeting** and wait to be entered into the meeting by the teacher

As an Xbox or PlayStation doesn't have a webcam, the teacher will not be able to hear or see you, but you will be able to see and hear the teacher. This will still allow you to enjoy the lesson. However, if you have headphones with a microphone, you will be able to speak to the teacher if needed, but this is not essential.

During all the live sessions, could you please **mute your microphone** as there will be a lot of children on the video call and ensure that your video is on at all times (unless using an Xbox or PlayStation).

If you need to ask something during the lesson there is a button that allows you to put your hand up and the teacher will communicate directly.

## **Appendix 2**

### **Protocol for Parents and Children Engaging in Live Online Lessons**

The following protocol is to ensure that your child is safe during online learning and I am sure you will agree that the safeguarding of your child is paramount. Therefore, we would appreciate your support in following this guidance.

- Please ensure there is always an adult in close proximity when completing live lessons with a class teacher.
- The Academy will ensure that there are always two staff members present (either in person or virtually, within the online meeting) when working with children online.
- Children must try to sit against a neutral background
- Please use an appropriate room to work remotely, where supervision is possible.
- For obvious safeguarding purposes, please dress appropriately.
- Use appropriate language and maintain the Academy Rules.
- The teacher may use the chat function. Please make sure the language used by everybody present is appropriate and is relevant to the subject being taught.
- It is important that you shut down your computer after the session has finished, to ensure you are definitely offline and out of the meeting.
- Sessions will only take place within normal Academy hours.
- If you have any concerns, you should contact the Academy office.
- Please be mindful that other children might see or hear family members in the background.
- The work that the children complete throughout the day should be uploaded onto Seesaw. This will enable your child's teacher/TA to mark and provide individual feedback, which is good for the children's confidence and motivation.
- Children will receive one smiley for work completed in the morning session and one smiley for work completed for the afternoon session. We will also be awarding 'Star of the Week' for a child who has particularly impressed their class team.