

12 January 2021

Dear families

#### **Remote Learning Update 4**

Thank you for your on-going support this week; it is fantastic to see students engaging with remote learning both at home and at the academy.

As previously communicated, from tomorrow, the academy is moving to Microsoft Teams and Microsoft Outlook (email) for Years 1-6 and Tapestry for EYFS as the main platforms for our asynchronous remote learning provision. A reminder that the Parent Guide to access Microsoft Teams and Microsoft Outlook (email) can be found [here](#).

Parents of students in EYFS will receive communication today from Miss Afshan and Miss Khan about a suggested timetable and how Tapestry will work. A small number of Reception parents are still yet to sign up to Tapestry so please ensure this is done as a priority.

We have put together some hints and tips for parents on pages 2 and 3 of this letter which we hope will support with accessing remote learning via MS Teams; please ensure you read these as they might provide answers and solutions to any questions or issues you may have.

Please ensure you use your child's class email address as the first point of communication if there are any difficulties in accessing MS Outlook or MS Teams. We are continuing to publish a timetable which can be found on the [Remote Learning](#) page of the academy website for Wednesday 13 January – Friday 15 January to ensure all students can access remote learning in case there are initial difficulties in accessing MS Teams.

Phonecalls home to students have started and all students accessing remote learning from home will receive a call from their child's class teacher by Friday this week and then fortnightly. This is in addition to the interaction via email and the weekly feedback forms which students will complete every Friday, as communicated in the [Remote Learning Update 3](#) letter to families last week.

A reminder that a range of support documentation for families in relation to supporting wellbeing and mental health in addition to other areas is available on the academy website by following [this link](#) and navigating to the **Downloads** section. There is also further information on the Trust website [www.dixonsat.com](http://www.dixonsat.com).

For families who have requested a device and not yet received an invitation to collect the device, please continue to follow the remote learning timetable on the [Remote Learning](#) page of our website (13-15 January) as we are still awaiting delivery of devices from the Department of Education. We hope to be able to invite you in to collect your device by the end of this week.

Thank you for your continued support and stay safe.



**Mr Robbins-Ross**  
Principal



## MS Teams Hints and Tips for Students and Parents (Year 1-6)

### Using Xbox or PlayStation to access remote learning

#### **XBox**

1. Plug a keyboard into the Xbox USB slot
2. Go to 'My Games and Apps'
3. Find 'Microsoft Edge' and select
4. Search for 'Microsoft Teams'
5. Select 'Sign In'
6. Enter your academy email address and password to login

#### **PlayStation**

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PlayStation logo on the controller
3. Go to 'Library' and find options for 'Games' and 'Applications'
4. Select 'Applications' and you will find the internet browser
5. Search for 'Microsoft Teams'
6. Select 'Sign In'
7. Enter your academy email address and password to login

### Difficulty completing worksheets in MS Powerpoint (within Microsoft Teams)

Worksheets are set by the class teacher in a MS Powerpoint format. Please ensure you/your child follow the instructions on the first slide of the Powerpoint. If this is still causing an issue then your child can write answers on paper and a photo can be emailed to your child's class email address however we want to be able to ensure students working at home can complete the worksheet electronically so please draw our attention to this if it is an issue by emailing your child's class email address.

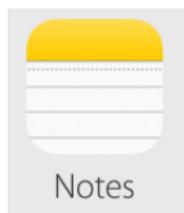
### Notifications of set assignments and feedback for completed assignments

Any assignments or updates to your child's 'team' will appear as a notification in the Activity tab on the left hand side of MS Teams. Where an assignment has been set and feedback has been given individually, a notification will appear on the left hand side of MS Teams in the 'Activity' tab. Please ensure you read [last week's letter](#) which clarifies the expectation about feedback.



## Using iPhone Notes app

If your child is finding difficulty to submit work / assignments within MS Teams, your child can write answers on paper. Parents and carers who have an iPhone can then use the Notes app.



- 1) Open a new note
- 2) Press the camera button
- 3) The option to scan document will pop up
- 4) Once the work is scanned, you can email it more easily than a photo and you can also add notes to the scanned document

