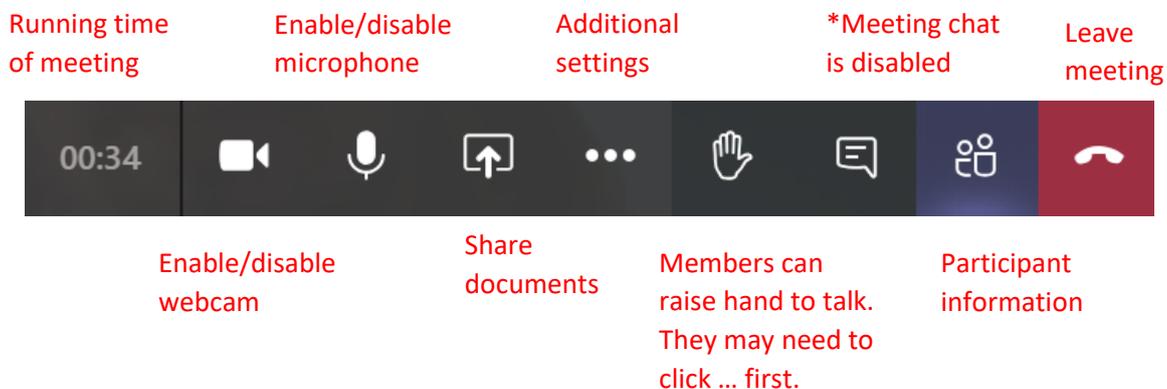


Dear Parent,

In the event that your child is absent from school, while they are complying with the NHS recommendations for Covid-19, we aim to continue as much of their learning as possible through remote live lessons. This means your child's class teacher will deliver **some** of their daily lessons live for your child to access via Microsoft Teams.

For this to happen, your child will be invited to 'meetings' via their school email address. These 'meetings' are the live lessons being delivered to the rest of the class by the class teacher. Your child will be able to check their timetable of live lessons in the **calendar tab** on Microsoft Teams. When the meeting is about to start, your child will need to log in to Teams using their school email address, click on the calendar icon and join the relevant meeting. **We kindly ask that webcams are disabled, and microphones are only enabled if your child wishes to ask/answer a question.**

This is the control bar your child will have during the live meeting. You may need to hover over the screen to make it appear.



Due to the resources and facilities that some lessons require, or the content and subject matter of some lessons, we will not be able to deliver every lesson live.

Although the live meeting may continue throughout the day, there is no need for your child to stay in the meeting between the lesson times on their calendar. Your child may wish to use these times to practise their spellings on Spelling Shed, revise their times tables on TTRS, use some of the educational games on Purple Mash or spend some time reading.

Any resources that are referred to during the live lessons will be available in the '**Class Materials**' folder in the 'Files' tab of your child's class team. Your child may complete their learning electronically or on paper.

To make this a smooth process if your child is absent from school, please can we ask that you check your child's login details for Microsoft Teams. If your child needs to reset their Microsoft password, please can you contact Mrs Allen at [karen.allen@psmps.co.uk](mailto:karen.allen@psmps.co.uk) stating your child's name and year group.

We appreciate that this is very new for us all so please bear with us if we experience any technical difficulties. If you do experience any technical issues throughout remote learning, please contact the school office and we will do our best to rectify any issues as quickly as we can.

Thank you for your continued support.