

# Earls Barton Primary School

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**Self – belief    Honesty    Respect    Excellence    Kindness**

Dear parent/guardian,

Earls Barton Primary School is pleased to be providing our students a new online learning platform to be able to receive work, communicate with their teacher and have video meetings with their class. We have been working very hard on providing a suitable and robust online solution to enable our students to continue with their education at home from a range of different devices.

The Microsoft Teams environment is a safe and secure online platform from which our teachers can post work for their students, provide links to websites, videos or documents and host video meetings with the whole class to help keep our children motivated and focused.

Every child has been provided with their own unique login username and password (available in your child’s green book). Please note, the username provided will need to be followed by **@eb-pri.northants.sch.uk** to enable access to the learning platform. You and your child can access the Teams’ login page by either visiting Teams.microsoft.com from any web browser on a computer, laptop or tablet or by downloading the “Teams” app from either the Google Play store or Apple App Store on a phone or tablet. Once logged in, your child will be presented with the screen below that we have annotated to help with your first time looking around.

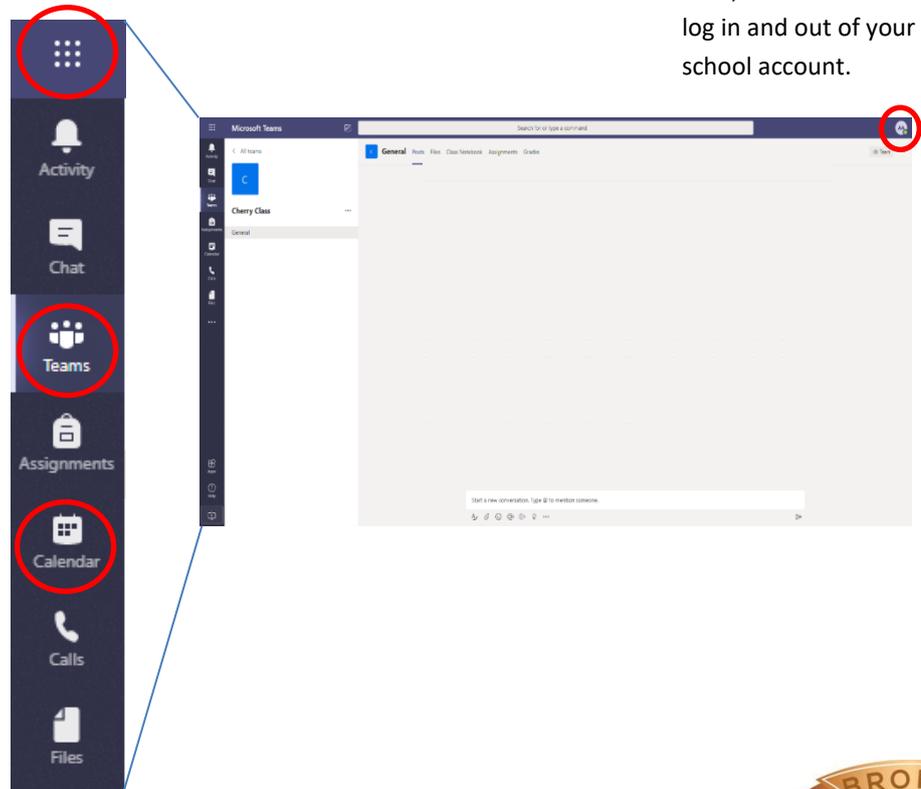
If you do not have a device at home that will enable your child to access Teams then [click here](#). If you can’t click the link because you have a paper copy of this letter, then please contact the school office.

These 9 dots will take you to your apps including Word and PowerPoint if your teacher asks you to do any work in those.

This tab will take you to your class team where you will find posts and work from your teacher.

In the calendar you can see any video meetings that have been arranged by your teacher so that you can be in a quiet place to be part of the conversation.

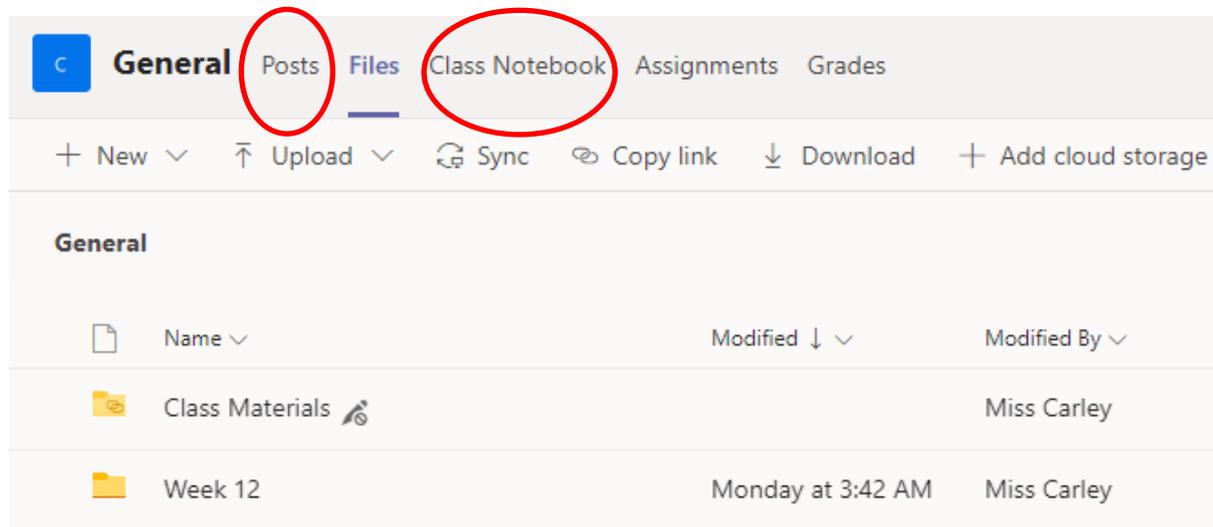
Your initials are shown here, click on this to log in and out of your school account.



INFLUENCING  
SUPPORTING &  
CONNECTING



We are asking parents and carers to help their children with these Teams activities. As the older children become familiar with the system they will become more independent, however we recommend that adults remain involved so you are aware of the activities that are being assigned. 'Posts' from your teacher will direct you to activities. These activities will also be found in the Class Notebook "Content Area" (NB: if you are using an Android or iOS app you will need the app for this too)



If an entire class or the school is required to stay at home, we will hold at least one weekly class video meeting, this is in addition to regular telephone contact that each class teacher will make with their children. We ask that parents and carers respect the privacy and safety of all children in the meeting. As a result, we will ask that the children's camera and microphone is turned off. If children have questions they will be able to 'virtually raise their hand' and then they will be invited to switch on the microphone while asking their question. However, in the event that there is a delay in switching these off, we ask that children are dressed appropriately, seated in quiet and well-lit room, with no personal items or other family members in the background. All our meetings will be recorded by the class teacher from the very start of each meeting and stored securely within the school's environment. These recordings will not be used for any purposes in the public domain other than for internal training and safeguarding.

If your child is individually isolating we will provide a minimum of English and Maths activities each day. The amount provided for the children will increase for a class or school lockdown.

This system is new to both staff and students. There will inevitably be teething problems so please bear with us if they arise. Teams use will also evolve over time, as staff use the platform and share what they have learnt with each other. We will provide children with Learning Journals so that work can be written down which means that home devices can be shared once the activities have been viewed.

Further frequently asked questions can be found [here](#).

Yours sincerely,

Mr J Stockham  
Digital Learning Lead