

Dear Parent/ carer,

We are making preparations for all pupils to be able to access remote learning via Microsoft Teams as Hunton CEP School aims to provide a rich, learning platform for all pupils during this lockdown. This will be prepared by class teachers, who will also be looking at and feeding back on children's work that will be set as assignments, for those not in school.

It is the expectation that children log-in each day and spend a minimum of three hours accessing the learning provided. This will be reading instructions, watching videos, looking at PowerPoints and completing any worksheets provided. Please note that there will be no 'live teaching.'

We understand that you will be accessing the remote learning at different times to fit in with your working arrangements and routines. Likewise, teachers will also have a routine and while work can be submitted at any time, please note that teachers will not be providing feedback after the school day at 4pm.

Access, usernames and passwords

For optimum running of Microsoft Teams, it is best to download the app on either a desktop computer or a tablet. Please click: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> and download accordingly.

The username/login for each child is their firstname.surname@hunton.kent.sch.uk this is inclusive of any hyphens or apostrophes in names. For example: Joe Bloggs-Smith would be joe.bloggs-smith@hunton.kent.sch.uk

The password for all pupils in January 2020! Upon logging in for the first time, you will be asked to change passwords. Please change accordingly and keep this safe. Teachers will not have access to locate/ reset new passwords.

Those children of critical workers and coming on-site, please do not change the password and we will reset passwords in school.

Evidence

Once the work the teacher has set has been accessed. Work can either be submitted through word document that children have typed. Alternatively, a photo of the child completing the activity or a photo of their written work will also suffice for the teacher to feedback on.

Please be aware that us as a staff team, children and I'm sure many parents will be new to Microsoft Teams and we appreciate your patience and support in providing the best support we can to ensure continuous provision of



Head Teacher
Mrs. Anita Makey

Deputy Head Teacher
Mr. Ed Ming

Compassion, Hope, Reverence, Wisdom

learning to every pupil. If you do need any technology assistance or you are concerned that you may not have access to devices to support your child's learning, please ring the school office and either Mr Hawes or Mr Ming may be able to help. If you are concerned

Additionally, we are intending to make welfare calls to check that you and the children are managing during this time. Please be aware that the phone calls may come up as an anonymous caller. If there is an immediate welfare concern, please contact the office who will forward it to the appropriate person.

This is not how we imagined the start of term 3 to look like but please take care and stay safe.

Yours sincerely,

Anita Makey

Mr Ming

Headteacher

Deputy Headteacher

Hunton CEP School, Bishops Lane, Hunton, Kent, ME15 0SJ T:01622 820360 E: office@hunton.kent.sch.uk

