

Bulphan Church of England Academy
Fen Lane, Bulphan, Essex. RM14 3RL

Headteacher: Miss S. Finch
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31st December 2020

Remote Learning instructions

Dear Parents/ Carers,

Following the recent government announcement and my previous letter you will be aware that schools will not be reopening as planned in January. Instead will be moving to remote learning for Monday 4th January 2021.

Our remote learning will take place using Microsoft Teams.

Microsoft Teams

We have attached instructions on how to access Microsoft Teams – this includes how to login, how to get in to a Teams meeting and how to upload work for marking. Any work uploaded before 1.30pm will receive feedback by the class teacher that day. Work uploaded after this may not be responded to until the next day.

Each child has their own login which will be emailed to you before Monday.

We feel that it is very important for children to see their teachers and class mates each day so class teachers will meet with children on Teams each day. During the session teachers will complete a register, discuss learning tasks set for the day and spend time with their class. There will also be opportunities for the class to see each other virtually and to share and hear a story.

We are aware that some families will have children in different classes and may have access to only one iPad / laptop / PC so we have arranged the timings for the day to ensure that each class has a session at a different time.

Timings for the day will be as follows-

Session 1 - register and introducing work for the day

Upper school 9am
Middle School 9.30am
Lower School 10.00am

Session 2

Upper school 2.15
Middle School 2.00
Lower School 1.45

*'God's word is a lamp to guide our feet and a light for our path'
Inspired by Psalm 119:105*

It is very important that your child **attends session 1** each day. Session 2 is optional but we would love to see all of the children there!

Your child will receive the following 4 pieces of learning each day:

Maths Learning
English Learning
Phonics / GPS Learning
Topic Learning

Online resources

In addition to the work set via Microsoft Teams your child has 3 online resources available for them to access; Bug Club, Timestables Rockstars and Numbots.

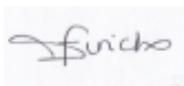
Keeping safe online

This is obviously a very new process for our staff and our key priority as a school is to ensure the children's safety, including their safety online. Therefore, we have put the following rules / procedures into place – please familiarise yourselves with these.

- Your child should be supervised during the call by an adult at home who should be present in the same room (you do not need to sit right next to your child)
- Children should be in a communal family area such as the living room or kitchen – NOT a bedroom or bathroom.
- Children should be appropriately dressed eg no pyjamas
- Please mute other devices such as TVs so the call is not interrupted by unnecessary sounds
- For safeguarding reasons, we ask that the video camera be enabled at the start of the session. We ask parents NOT to record these Teams sessions. Teachers may end the call if anyone is seen recording the session.
- As within school, we have a high standard of behaviour. Any inappropriate behaviour or comments from your child will mean they will be removed from the session.
- To allow all pupils to have a chance to speak and be heard, the host (class teacher) will mute participants until it is their turn to speak.
- By joining the session, you and your child will be agreeing to the safety measures set out in this letter.

If you have any questions please do email us via the school office on admin@bulphanprimary.thurrock.sch.uk

Yours faithfully,



Miss Finch
Headteacher

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