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Monday 8th February 2021

Dear Parent/Carer,

Year 1 & 2 'Live Guided Reading Sessions' using Microsoft Teams

As mentioned in the communication sent to parents a few weeks ago, we are keen to deliver 'live sessions' using **Microsoft TEAMS**. In Year 1 and Year 2, these live sessions will be short 20- 30 minute Guided Reading Sessions, at 10am, Monday to Friday in small groups of 6 children.

Please note, Year 1 & 2 will continue to use ClassDojo to access all lesson PowerPoints and resources, home learning tasks and revision materials. Also, we will continue to use ClassDojo as a communication channel for the children to collaborate with teachers. ClassDojo will continue to be our chosen method in Year 1 & 2 when delivering 'a high quality education' for your child.

What we need our Year 1 & 2 parents to do?

We would like all Year 1 & 2 parents to **download the FREE Microsoft TEAMS app** on the devices that your children are using at home to access and complete the online learning being set by your child's class teacher. This could be a iPad/tablet, phone or other device. If your child is using an iPad loaned by the Academy – you DO NOT need to download the Microsoft TEAMS app as this will already be installed on the iPad.

(Please refer to page 2 of this letter for instructions on how to download and use the MS TEAMS app on your preferred device)

You do not need to create an email account for your child to use Microsoft TEAMS – your child already has an email account and password – this will be shared via direct message to every parent on ClassDojo on Thursday 11th February 2021.

We have also been working on our protocols and guidance for online learning and the use of Microsoft Teams. The **Children's Expectation/Code of Conduct for Remote Learning document** will be shared with Year 1 & 2 parents/Carers on Wednesday 10th February 2021 via ClassDojo.

It is absolutely crucial that you have read these documents in full, with your child, so that our expectations around the use of this platform are clearly understood.

We would like to deliver the first Year 1 & 2 live guided reading sessions on Monday 22nd February 2021 at 10am. These group reads will be done in small groups of 6 children from the class once a week, and to make it easier your child will read on the same day each week. You will be sent an invitation for the day your child will read with the teacher. During the live guided reading session, a parent will need to be with the children to help them with the technology.

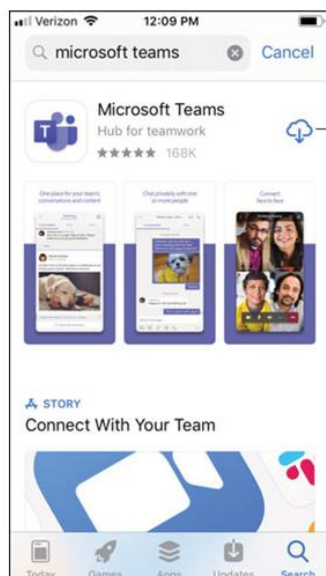
We will also be sharing further guidance on **How to access the 'Live Session' function and how to accept a calendar invite to a live session** with parents' and carers via ClassDojo on Friday 12th February 2021. Please ensure you share this information with your child.

If you have any questions or queries, please contact either Mr Khan or your child's class teacher via ClassDojo.

Kind regards,

Year 1 & 2 Team

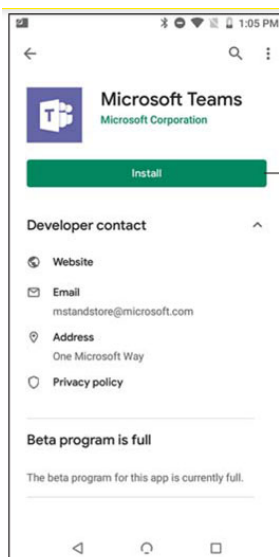
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Installing the Teams app from the Apple App Store.

To install the Teams mobile app on your iPhone or iPad:

- 1) **Open the Apple App Store on your iOS device (iPhone or iPad).**
- 2) **Tap the Search icon in the store and type Microsoft Teams.** Make sure you choose the Microsoft app, as shown.
- 3) **Tap the download link to install the app on your device.**
- 4) **Once the app has finished downloading and installing, tap the Open button.**



Installing the Teams app from the Google Play Store.

To install the Teams mobile app on your Android phone or tablet:

1. **Open the Google Play Store on your Android device.**
2. **Tap the Search icon in the store and type Microsoft Teams.** Make sure you choose the Microsoft app, as shown.
3. **Tap the Install button to install the app on your device.**
4. **Once the app has finished downloading and installing, tap the Open button.**