Dear Parents and Carers, **Wednesday 4th November 2020**

**Teams at Balgreen**

All pupils should now have received their Scottish Candidate Number and password to access Teams. We trust that you have successfully installed Teams onto your home device and logged in. Please get in touch should you need support with this. Thank you to those of you who have responded to our Digital Access Survey to let us know what electronic device your child will use to access Teams at home.

In school, teachers are in the process of training their class in how to use Teams. Set out below is what we intend to use Teams for going forwards and a Code of Conduct.

**Homework Walls (P3-P7) and Term Ahead Letters**

In the past these have been sent home in paper form. In an effort to reduce items going to and from school, we have decided that these will be uploaded onto Class Teams at the start of a new term. To access your child’s Homework Wall and Term Ahead Letter, please login to the class page and click on the channel called **Homework Walls and Term Ahead Letters**. Please be aware that the activities on the homework wall consolidate classroom learning and do not need to be submitted to the teacher. Homework activities can be completed at a pace which best suits your child and family circumstances. Activities in the Homework Wall are optional, however we encourage children to complete them, as parents and carers involvement in their child’s learning, has a positive impact. P1 and P2 will continue to send home letter sounds, common words, reading and numeracy activities.

**Edinburgh Learns Home Learning Grids during periods of Self-Isolation**

If your child is self-isolating for a period of time due to Covid related symptoms, City of Edinburgh authority have created a collection of Learning Grids for each year group. If your child is feeling well enough to work, these grids can be accessed on your child’s class Teams page under the Channel named **Edinburgh Learns Home Learning Grids.**

**Learning and Teaching on Teams**

If a whole class and teacher has to self-isolate, the learning and teaching will continue on Teams. Lesson content will be uploaded onto the class page in the form of worksheets, Powerpoints and video clips. There will be a morning meeting at 8:50am where the teacher will set out the learning for the day. The meeting will last up to 30 minutes. The teacher will be available between 11-12 on Teams to answer any questions. There will be an afternoon meeting at the end of the school day. Children should be supported to access the learning on Teams using the device you have at home. This would also be the model we would adopt should there be another Lockdown.

**Code of Conduct**

We ask that pupils follow the same rules on Teams as they would in school – Be Safe, Be Ready, Be Respectful. Class teachers will not be responsible for individual incidences of poor online conduct. Pupils are being taught about using Class Teams responsibly and appropriately and we ask for your support with this. When using Teams, Class teachers will not be available out with normal class contact time.

Thank you for your continued support with this and please do get in touch should you have any questions.

Kind Regards,

Balgreen Primary School