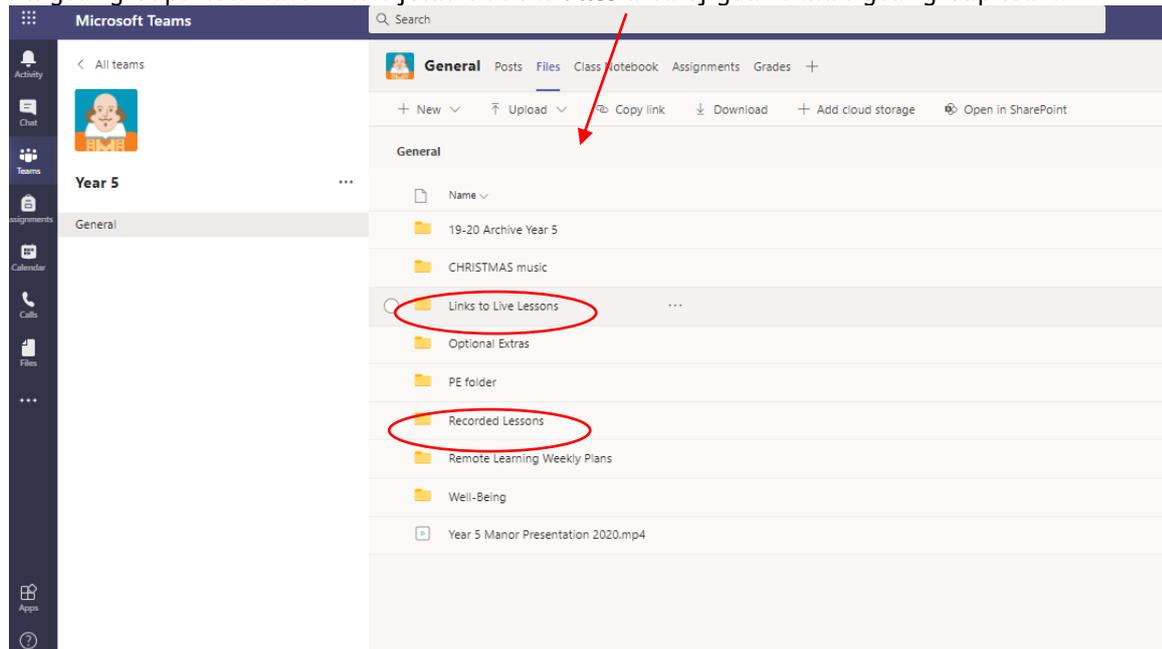




Dear Parents & Carers,

Following on from our email last week, we have made some changes to how we save our recorded lessons for you to access.

All year groups now have 2 new folders in the **Files** area of your child's year group team.



Please note the example shows what this looks like for a Year 5 pupil. The number of folders in your child's year group may differ slightly.

#### Accessing Live Lessons and Recordings:

The first folder 'Links to live lessons' will contain a word document with links to all live lessons. The live lesson links can now also be found within the calendar area. (See below for details.)

The second folder is called 'Recorded Lessons'. Within this folder, there are sub-folders for each subject. The lessons will be saved here by date for children to view later. Any live lessons recorded in the morning will be available to download from 1:30pm that afternoon at the latest. Any live sessions recorded in the afternoon will be available to download by 4:00pm that afternoon at the latest.

#### Calendar:

We have enabled the 'Calendar' function for each child to help them plan and access their week of remote learning more efficiently. Your child will need to click on the calendar icon on the left-hand blue toolbar. All of the live learning for that week should be in the calendar already. Your child can join meetings by clicking on the calendar entry or through the 'Links to live lessons' word document as explained above.

#### Email Account:

By giving every child access to the calendar, they now have access to an email account too. We are unable to easily remove this function as the two apps are linked. We do not recommend that the children use their email account and teachers will not be drawing children's attention to this option. We are unable to monitor from school whether or not the children are using it or not. **We will therefore give full responsibility to parents for this and leave it to them to decide whether or not they want their child to access their email account or not.** Given the understandable increase in children using the internet for learning we would like to remind parents of the importance of monitoring children's online activities. We also aware of the hazards of too much screen time and will be encouraging staff to set tasks and activities that don't always rely on the use of a device.

We hope this will make accessing live and recorded lessons much easier and that the calendar will

make joining live lessons smoother. As we have mentioned previously we are continually learning about the technology and how we can use it to enhance our learning provision. You may be aware of functionality that we are currently not using, please bear with us as we develop how we deliver remote learning.

Again, thank you to all the parents who have taken to time to send such kind messages of encouragement and praise (in some cases, even directly to Ofsted). A very big thank you to those parents who have offered to purchase or donate equipment to the school.

Your generosity is one of the things that makes this such a wonderful community.

Kind Regards,

Emmbrook Junior School