



Station Road, Branston, Lincoln LN4 1LH – 01522 880555  
Facsimile 01522 880556 – e-mail: enquiries@branston-junior.lincs.sch.uk

## Re. The use of a distance learning platform (Microsoft Teams) at Branston Junior Academy

Dear Families,

I hope this letter finds you safe and well.

As a staff we have been reviewing the means in which we communicate with our pupils and the ways in which we will facilitate the learning process if we enter into a lockdown scenario again, either as a bubble, school, local area or national. During the last lockdown, our teachers regularly set daily Maths and SPaG work for your children to access upon our school website. We were pleased with the reliability and simplicity that this form of communication has offered and we were delighted to hear of our children who responded with enthusiasm in approaching and completing those daily studies.

A key part of our discussion about how we set, present and publish work for our children has involved consideration towards newer and more interactive modes of online or distance learning (also known as remote learning); platforms that can offer a more active teacher-pupil or pupil-pupil model closer to that found in the classroom. Our conclusion was that an online/distance learning platform can offer children the *reassurances of seeing each other and their teacher via video conferencing, the ability to public message each other in real time and the opportunity to share their completed work for their teacher to assess and to comment upon within a secure and safe environment.* The learning platform that we have chosen is **Microsoft Teams** and after a period of setting it up and becoming more confident with its use as a staff, showing children how it can be used within their computing lessons, we're now ready to **invite families to be part of the process of using Microsoft Teams to help children at BJA with their learning.**

*Please note: For individuals having to self-isolate please contact the school, you will then receive a courtesy call from your child's class teacher- they will discuss with you the lessons to explore on Oak Academy and e-mail you a set of links for your child to complete during self-isolation (if they are feeling well enough.)*

A good starting point is to send you in the direction of some advice that will answer many of your questions such as, 'What is Microsoft Teams?' and 'How do I access it?' The following link will take you to a Remote Learning sharepoint that contains videos and documents which can give you an overview of the processes of remote learning and specifically those that utilise Microsoft Teams and Office 365:

<https://branstonjunioracademy.sharepoint.com/sites/remotelearning/SitePages/Parents-&-Students.aspx>

Alternatively, scanning the QR code to the right will take you to this address:



**You will be asked to sign in: this is done by entering your child's school email address and password.**

**(Children in Year 5 and 6 are expected to remember this - and even some of our younger children will have - but in case of forgetful memories, the children have a copy of their email address and password in their planners.)**

**The 'Home' Tab provides access to a link for your child to sign into Teams with their school email address and password.**





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Alternatively, your child can login into Teams from [www.office.com](http://www.office.com), again **signing in with their school email address and password**.

As a pupil at BJA, your child now has an Office 365 subscription which entitles them to use the Office suite of applications (such as Word, Outlook and PowerPoint) along with the ability to access Teams.

What we need from you:

For those of you who have provided school with a contactable email address, we've sent a document called 'BJA Teams and distance learning acceptable use policy'; this is a document that I'd like you **to read and discuss as a family**. Distance learning platforms are wonderful things, but we all need to agree on what constitutes 'acceptable use', so as to make using Microsoft Teams a safe, happy and learning-focused environment that is seen as a continuation of the 5 Rs that are at the heart of everything we do within the 'bricks and mortar' of BJA. (For those families without a contactable email address on our files, please find attached a hard copy.)

This policy is a core part of our BJA Electronic Information and Communications System Policy (Section 8, pages 11-13). This can be found at our school website by clicking on the 'About Us' section, followed by choosing 'Important Policies'. Alternatively, **scanning this QR code will take you to the relevant section where you can download the policy in full:**



Once read, and if you agree to the 'terms' within, we would like you **to sign the Home/School Agreement** in your child's planner. Knowing that you agree with all that we've set out in our Agreement means a great deal to us; thank you.

On behalf of my teaching colleagues here at BJA we are very much looking forward to working with you and your child within Microsoft Teams,

Kindest Regards,  
Matt Pyburn

Computing co-ordinator, Branston Junior Academy

