

Dear Parents,

Should we have to close school in the future or should your child need to self-isolate we are delighted to announce that we will continue to arrange lessons/sessions/assignments with the children using Teams. In the event of a full lockdown, we will also use the system to set daily work and will follow our normal school timetable with lessons as far as possible.

We will also be using Teams for our expectation meetings, for setting homework and other meetings/events with parents.

Please find attached three documents:

1. A guide on how to use BGFL - you will receive your child's log-on/QR code in the next week. This will be on a card stapled in your child's reading record. **Please keep this in a safe place.** You will need to log on to BGFL to use Teams or you can download the Teams app.
2. A letter about Teams which includes important safeguarding information. Please ensure you read this as it contains an acceptable use policy that you will need to agree to.
3. A guide to getting started on Teams - please note that we will be using the assignments feature to both set and mark work. Homework will be set using this system too in order to minimise the amount of paper/books going home and coming back into school.

All the documents above, along with our remote learning contingency plan and live lesson protocol is also available on our new remote learning section on our website and on sharepoint on BGFL.

Over the next few weeks we will be teaching the children how to log on to BGFL and how to use the Teams system, so that they become more proficient at using the platforms.

If you have any queries then please contact the staff on their class email accounts.

In the event of a local or national lockdown then all work/lessons for children will be set using Teams and therefore access to a computer/tablet will be required. We understand that some families do not have access to these. **Therefore please email the office to let us know if this is the case for you as we may be able to loan school equipment to ensure that your child does not miss out on their education.**

Kind regards,

Emma Goodfellow

Deputy Headteacher

