

15 January 2021

Dear Parent/Carer

Update: Remote Learning Provision at Kingsmead School

Your child has now been in receipt of Remote Learning provision for a period of approximately 2 weeks. We hope that during this time your child's learning has progressed and their engagement with this provision has been positive. I write to update you with some **key requirements and recommendations** for engaging with Remote Learning. These are as follows:

- 1- Live lessons via Teams should begin at the scheduled lesson start time. Staff & students should be mindful of this, and consistently permit students their scheduled lunch and break times. For Years 8-9, break is from 10.00 - 10.15 am. For Years 7, 10 and 11, break is from 11.00 - 11.15 am. Lunch is always from 1.15 – 2.00 pm.
- 2- Students **must not** access Teams lessons from their personal email accounts. They **must** use their @kingsmead-school.com account *or they will not be accepted into a Teams lesson*.
- 3- If students would like to **send an email to their teacher**, they can find the list of staff emails by logging into Microsoft 365 (on the Kingsmead website), going to Outlook, then clicking New Message > To > 'Teachers Address List' and select the teachers email address using the '+' symbol. Students should not email teachers from their personal email accounts.
- 4- Students may have **difficulties logging in to Firefly** if several people in the household use the same computer. The easiest way to avoid this is to create separate user accounts for each member of the household. Each user can then save their own individual login details. Typically, user settings are found by clicking Settings, then User Accounts.
- 5- A link to a video reminding students how to **join live Teams lessons** is here: <https://youtu.be/LPxDKCNC3fg>.
- 6- Teachers will add '**LIVE LESSON**' to the title of Firefly tasks so that students can easily identify which Tasks have a live streamed lesson.
- 7- A helpful **parent/carers timetable**, enabling them to better monitor remote learning provision, is attached .
- 8- If you have any queries about Firefly access then please email fireflyparent@kingsmead-school.com.

In the coming weeks we will ask via survey for your feedback on our Remote Learning during this current lockdown. We are continually striving to improve our provision for all students at Kingsmead.

Yours faithfully



Mark Williams
Head Teacher

CARE


ASPIRATION

RESPECT

DETERMINATION

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