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30th September 2020

Dear Parent/Carer,

RE: MICROSOFT OFFICE 365 PUPIL ACCOUNTS, TAPESTRY AND LEARNING FROM HOME – information for Reception parents

Please be advised that all Reception families at Horsford CE VA Primary School have been provided with a **Microsoft Office 365** account. Office 365 contains the same applications as traditional versions of Office, including Word, Excel, PowerPoint and Outlook but also the more recent additions of OneNote and, **crucially for Reception parents, Teams** (providing of course they have access to a PC/Laptop, Tablet device or Smartphone and a reliable internet connection). Office 365 will work with all Windows, Apple O.S and Android operated devices but unfortunately not Amazon Kindle (yet).

For Reception parents this platform can be used to enable short periods of 'live' teaching to take place if a teacher or a whole 'bubble' of Reception pupils are required to self-isolate at home. Further information regarding this aspect will be sent home in a second letter. Using Office 365 may seem daunting for pupils and parents, therefore we will soon be placing a link on the school's website for a tutorial video specifically for parents. You are also welcome to practise and test this platform by joining a Teams 'drop in' meeting with teachers on Thursday 8th October between 3.45 and 4.30pm, details to follow. Your children do not need to be present for this!

Please note that our ICT administrators have put into place secure protocols to ensure your child's online safety whilst using Office 365 and your child will have also received a lesson relating to E-Safety at school.

As part of our routine practice, in Reception we take photos, make short videos and notes about your child's progress, achievements and development which we store securely on the online platform **Tapestry**. This means you can access everything too.

To link to your child's Tapestry account and see all their photos, observations and feedback with your comments log on to the website www.tapestryjournal.com. You may have already set this up or received an email to prompt you to setup a password to access this. This is also available as a free App for your phone or tablet, although the browser version has greater functionality so it is worth exploring both.

If **some** children are required to self-isolate at home with their families, the teachers will make appropriate learning available to families using Tapestry which mirrors what pupils are learning in class. We will supplement this with additional suggestions to support you with periods of play-based learning at home as well as links to other learning platforms. The teachers will communicate and support you with this learning by giving you feedback on your posts on Tapestry. They will also stay in contact with you a couple of times a week via 'drop-in' sessions on Teams or by phone call. Again more information about this will be in a second letter.

We kindly request:

- that you do **not** share your child's username and password with anyone but immediate family members such as parents/carers.
- please do **not** change your child's username and password. We shall be keeping a record of the usernames and passwords at school just in case you forget your child's details.
- Please watch the online tutorials – you will receive a message via our parent app to confirm their appearance on our school website.

The Office 365 and Tapestry applications are arguably the most user-friendly tools for teaching and learning online and an exciting opportunity for Horsford CE VA Primary School to become more computer literate. If you have any queries concerning this matter, then please do not hesitate to contact school.

Yours sincerely,

JJ Kirton M.S. Owen

Mrs Kirton Miss Owen
Heads of School