



Executive Head: Ashley Best-White  
Executive Deputy Head: Kirsty Anatola

Mill Lane Site, Horsford, Norwich, Norfolk, NR10 3ES  
Tel: 01603 897938  
Head of School: Tanya Kirton

Holt Road Site, Horsford, Norwich NR10 3DN  
Tel: 01603 898348  
Head of School: Nicola Owen

Email: [office@horsford.norfolk.sch.uk](mailto:office@horsford.norfolk.sch.uk)

2<sup>nd</sup> October 2020

Dear Parent/Carer,

**RE: USING TEAMS FOR HOMEWORK – Year One upwards**

As we explained in the letter sent out earlier this week, we are now going to start using Microsoft Teams to set homework for the children online. This will help the children to get used to logging in and navigating their way around their OneNote workbooks. The teachers will continue to help the children learn how to access their Teams accounts at school during their ICT lessons, so please do not worry if your child has problems completing the homework in these first few weeks. It will take a few lessons for us all to familiarise ourselves with this new system.

We have placed a [link](#) to a tutorial video on our website for you to view which we hope will explain the basic starting points for using Teams for homework. Your child may have already been shown this video in school.

Class teachers will be setting one maths and one English task per week. Once the children are more familiar with the system, teachers may choose to increase this according to their year group.

Children can access Teams via a number of different platforms such as a PC, laptop, tablet or mobile phone using their email address and password which they should have brought home this week.

**RE: USING TEAMS TO SUPPORT CHILDREN'S EDUCATION IF THEY ARE REQUIRED TO SELF ISOLATE**

In the event that your child is required to self-isolate, but is perfectly healthy, the government expect all schools to ensure that a child's education is not affected, and that they will be able to continue their learning at home. The Nebula Federation have chosen Microsoft 365, which includes Teams, as our platform for delivering lessons at home. Attached to this letter is a guide to help parents understand what is expected depending on different scenarios.

Thank you for your continued support and understanding.

Yours sincerely,

*TJ Kirton N.S. Owen*

Mrs Kirton Miss Owen  
Heads of School

# Guide to homework and learning options in the case of self-isolation

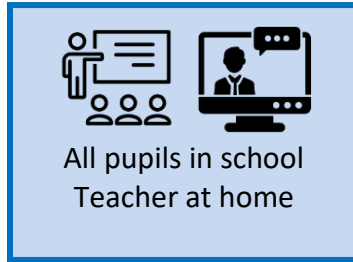
## Scenario 1 – Grey



### Expected Action

- Some homework will be set for Year 1 upwards.
- Access through Teams class workbook.

## Scenario 2 – Blue



### Expected Action

- Pupils will receive some short sessions of live instruction\* from the teacher at scheduled times.
- Class work will be completed as normal

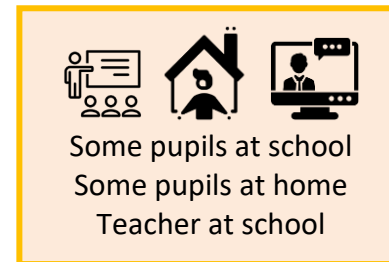
## Scenario 3 – Purple



### Expected Action

- Pupils will receive some short sessions of live instruction\* from the teacher by logging into scheduled Teams meetings throughout the day.
- Pupils will then complete classwork at home using instructions in their OneNote class workbook.
- Once work has been 'handed in' teachers will give feedback.

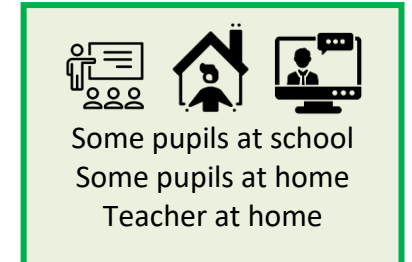
## Scenario 4 – Orange



### Expected Action

- Pupils at home**
- Classwork will be completed using instructions in their OneNote class workbook, this may include recorded videos or links to websites.
  - Once work has been 'handed in' teachers will give feedback.
  - Teachers will offer a virtual 'drop in' session for pupils or parents who have questions after school.
- Pupils at school**
- Pupils will receive their lessons as normal.
  - Homework can be accessed through their Teams class workbook as normal.

## Scenario 5 - Green



### Expected Action

- Pupils at home**
- Pupils will receive some short sessions of live instruction\* from their teacher by logging into scheduled Teams meetings throughout the day.
  - Follow up classwork will be completed using instructions in their OneNote class workbook.
  - Once work has been 'handed in' teachers will give feedback.
- Pupils at school**
- Pupils will receive short sessions of live instruction from the teacher at scheduled times.
  - Class work will be completed as normal with another adult supporting and the teacher on hand for questions.

**IF PUPILS ARE SENT HOME TO SELF-ISOLATE DURING A SCHOOL DAY, THEY WILL BE GIVEN A PAPER HOMEWORK PACK WHICH CAN BE USED FOR THE FIRST DAY OF ABSENCE. USE OF MICROSOFT 365 AND TEAMS FOR HOME LEARNING WILL BEGIN THE FOLLOING DAY, SEE ORANGE FOR DETAILS.**

Images (left to right) courtesy of David, US; ProSymbols, US; Raneh Pixel Studio, ID. All found at <https://thenounproject.com/>

\*When teachers are working from home, live teaching sessions will take place when appropriate and where the situation allows. Teachers may also use Oak National academy, BBC schools and other websites to supplement live teaching.