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Remote Learning 14th-18th December

Dear Parents and Carers,

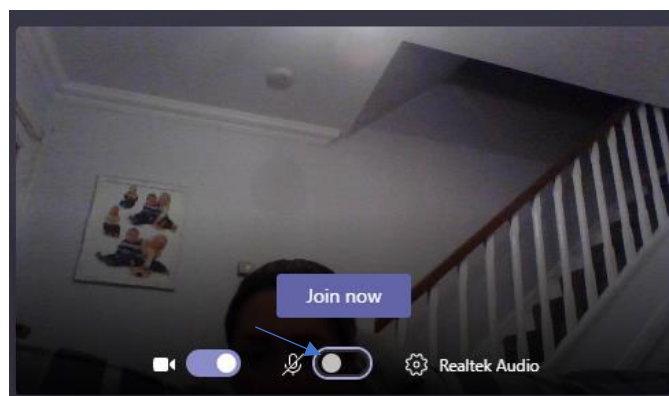
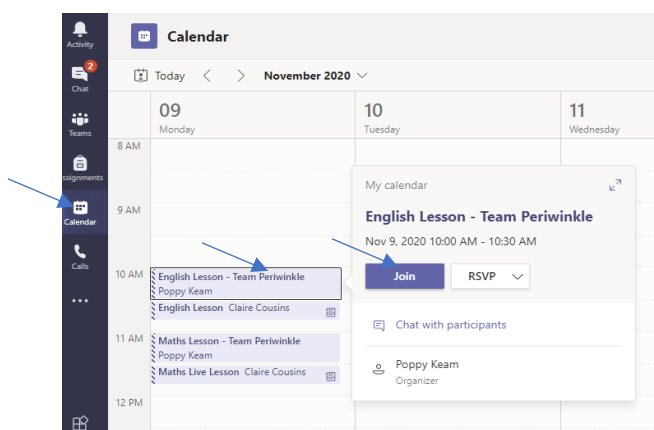
Remote learning between 14th and 18th December will be delivered via the Teams portal.

Children will have English, Maths and Topic live teaching input with set activities to complete afterwards.

We have created a daily timetable for these live sessions, which we will send out to all parents. We have tried to ensure that sibling live sessions happen at different times of the day but please contact us if this is going to pose a problem and we will try to solve it! All of the sessions are recorded and posted on Teams, so they can be watched at alternative times. There are no lessons on Friday afternoon as school finishes at 2pm.

Below are steps outlining how to access your child's learning:

- Log on to your child's Microsoft Office 365 account. Their user name and password can be found on your MCAS app. For a guide to how to find your login details please see the end of this letter. If you cannot find your child's log in details please e mail Mrs Cheshire or Mr Lamprell.
- Click on Microsoft Teams.
- In order to watch a live lesson, click on the **calendar tab** on the left hand side of Teams. Here you will see the scheduled live sessions. Click on the **one about to take place** and hit **'Join'**. Please ensure you **microphone is switched off**, otherwise the background noise can be distracting.

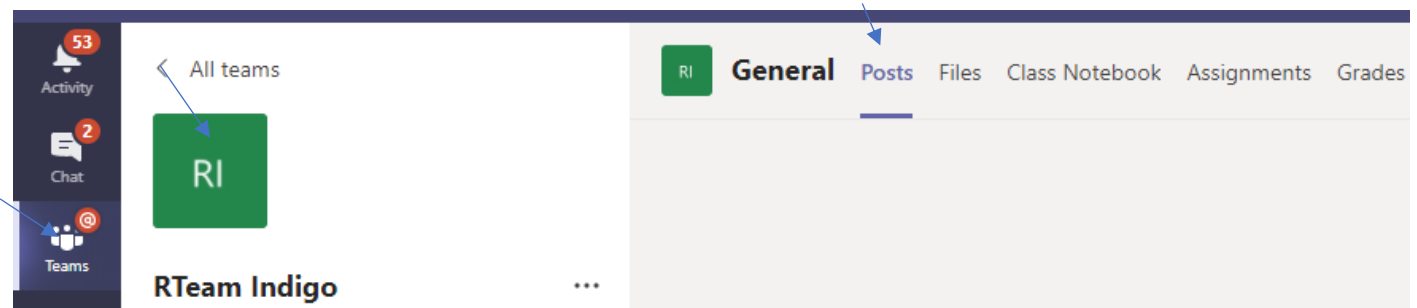


'One Childhood One Chance'

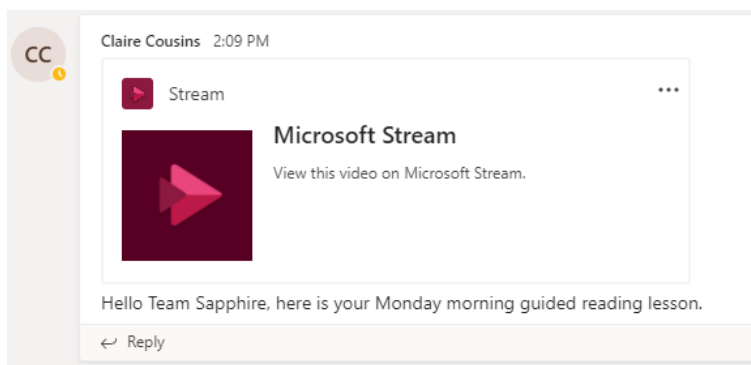
Chilton Primary School, Ramsgate Arts Primary School and Upton Junior School are operated by Viking Academy Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 09449979. The Registered Office is at Chilton Primary School, Chilton Lane, Ramsgate, Kent, CT11 0LQ. Viking Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- If you are not able to watch live and want to watch a lesson that has previously taken place, you need to log in to Teams, click on the button that says **Teams** on the left hand side, click on your child's class and click on the **'posts'** button.

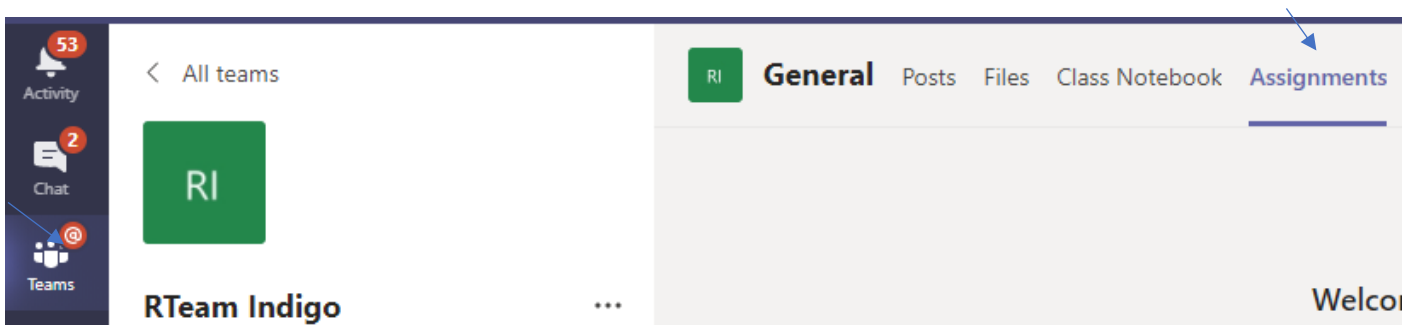


All recorded lessons will be listed here. A previously recorded lesson will look like this:



Simply click on the stream button, to watch the recorded lesson.

- The tasks to be completed can also be found under the 'posts' tab. Simply click on the button that says 'view assignment'.



The children's task will come up on the screen. For some tasks the pupils will be able to complete the task directly onto the computer, as they complete the task it saves automatically. For others, you may wish to print the task off to complete by hand.

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If you have any problems accessing or completing your learning please contact Mr Lamprell (m.lamprell@chiltonprimary.co.uk), Mrs Cheshire (hannah.cheshire@chiltonprimary.co.uk) or your child's 'online' teacher for the week.

Yours Sincerely,

Mrs Cheshire
(Assistant Head)

Accessing your child's Microsoft 365 Teams account via the MCAS app or online at www.mychildatschool.com :

The school's ID for MCAS is 11453 should this be required.

Alternatively, click on the link to see further information on using Teams to access remote learning:

<https://www.vikingacademytrust.com/page/?title=Microsoft+Office+365&pid=68&action=saved>

**Accessing Reports Section of MCAS
(MyChildatSchool)**

Open the MCAS app and tap the menu button

Tap or click on the "Reports" tab.

Click on the Office 365 link to open the PDF containing the login details required for Teams access.

If you do not already have the app downloaded we would highly recommend you download this to your device using the information included in the email.

You are also able to access the information using the website www.mychildatschool.com

If you require help please contact the school office.

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