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**THE GOOD SHEPHERD CATHOLIC PRIMARY SCHOOL**  
The Catholic Diocese of Northampton  
*“Following Jesus, The Good Shepherd, in all we say and do”*

Tuesday, 17 November 2020

Dear Parents/Carers,

Thank you so much for engaging in Day Two.

We have again reviewed home learning processes further today. Once you are in Teams, to the left of the screen there is a calendar icon. If your child clicks this and goes to the date and time of the scheduled meeting there should be a ‘join’ button. They can then click on this and join the meeting. They will not be able to join until the meeting time begins. If the meeting is at 9am, the join button will not appear until 9am.

Can I remind parents that they **must not** share images of staff or the lessons on social media without the teacher’s permission. Please remember teachers are working in their own homes and a lot of our teaching staff have chosen not to engage with social media on a personal level.

We would also ask parents to try to ensure that children are not interrupted during the sessions by other household members. It can be challenging when you have several children engaged in online learning at one time. We would also remind households to ensure children only switch their microphones on when the teacher asks them a question or to contribute to the learning/discussions.

A number of children are asking where they can access the files that teachers are sharing in the lessons. The documents are usually shared in the ‘**Files**’ section of teams and can be downloaded from that area.

We have also reminded children to avoid using the chat feature to communicate to their friends or to send emojis. Everyone in their class (including the class teacher, Mrs Robinson and myself) can see these.

We are recording attendance from tomorrow and staff will be reporting online absences to the school office. Children should be engaged in some form of learning throughout the week on Microsoft Teams, IXL, Purplemash or Tapestry.

We are really grateful for everything you are doing and we hope to begin a return to school on Monday 23<sup>rd</sup> November for our Year 3, Year 4 and Nursery children. We will continue to update you on this later in the week.

Thank you for your kindness and patience, we have really appreciated it this week.

Your sincerely,

Mrs C Dodds  
Head Teacher



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