**Remote Learning – Microsoft Teams pupil conferencing**

In the final few weeks of term, the teachers at school would like to have some ‘face to face’ time with the children. This will be conducted through Microsoft Teams using the same online learning details used for accessing OneNote.

These calls will be approximately 20 minutes long with a group of 5 or 6 children. This will be an opportunity for the children to see their teacher and for the children to see each other.

The teachers would like to talk to the children to find out how they are getting on, what they’ve achieved, their hopes and dreams for the new school year. Parents, if you have questions to ask of the teachers, we would appreciate if you would send these via email.

For those attending school in a class bubble, please do not request a slot as your child is already having face to face time with their teacher or future teacher.

Please contact your teacher to book a slot through their email (listed below), do bear in mind that a number of teachers will only be available Monday and Tuesday. Your teacher will contact you with the time to receive the call.

**As part of safeguarding, we ask that:**

* pupils be in a shared space in their house,
* parents who'll also be there to be mindful that other children might see or hear them and anything in the background.
* recording is not carried out by children/parents – the session will be recorded by the class teacher and stored securely within Microsoft Office for safeguarding purposes.
* only use Teams when receiving calls from your class teacher

Year 6 – [k.kay@clayton-le-woods.lancs.sch.uk](mailto:k.kay@clayton-le-woods.lancs.sch.uk)

Year 5 – [k.langton@clayton-le-woods.lancs.sch.uk](mailto:k.langton@clayton-le-woods.lancs.sch.uk)

Year 4 - [h.carr@clayton-le-woods.lancs.sch.uk](mailto:h.carr@clayton-le-woods.lancs.sch.uk)

Year 3 – [p.howard@clayton-le-woods.lancs.sch.uk](mailto:p.howard@clayton-le-woods.lancs.sch.uk)

Year 2 – [e.gibson@clayton-le-woods.lancs.sch.uk](mailto:e.gibson@clayton-le-woods.lancs.sch.uk)

Year 1 – [z.burrt@clayton-le-woods.lancs.sch.uk](mailto:z.burrt@clayton-le-woods.lancs.sch.uk) or [s.cocker@clayton-le-woods.lancs.sch.uk](mailto:s.cocker@clayton-le-woods.lancs.sch.uk)

Reception – [c.govier@clayton-le-woods.lancs.sch.uk](mailto:c.govier@clayton-le-woods.lancs.sch.uk)

Pre-school – [b.eastham@clayton-le-woods.lancs.sch.uk](mailto:b.eastham@clayton-le-woods.lancs.sch.uk)

Your invite from the class teacher will appear in your child’s email account or the calendar within Microsoft Office here are instructions for how to access the call <https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

We really look forward to seeing you, please do book a time!