

Colman Junior School  
South Park Avenue  
Norwich NR4 7AU



Colman Infant School  
Colman Road  
Norwich NR4 7AW

Mrs Julie Sandford  
Headteacher

5<sup>th</sup> April 2020

Dear Parents and Carers

### Online Learning

We are in the process of changing our online learning platform. We are concerned about the Chat function of Microsoft Teams and the way it is being used by some of our children. As a result, Teams will be closed to all children from 6<sup>th</sup> April. The teaching staff will be working to get the new learning platform up and running as quickly as possible. Children will be able to access the new platform, OneNote Classroom from 15<sup>th</sup> April.

OneNote Classroom can be accessed through the children's Office 365 email. Once they have logged in to Office 365, they should then click on the Waffle in the top left-hand corner and then click on Class Notebook. The work that teachers have allocated to your child will be available to them there. Each child will have their own folder and can write or type on all documents directly without having to have or create a blank sheet each time. There is no interaction between the children on OneNote Classroom but children in Year 6 are able to continue their use of Yammer, which is monitored by teaching staff.

We understand that this is yet another change when so many of you have now got used to working with Teams, but the safeguarding of our children must always be our highest priority. If you have any issues with using OneNote Classroom from 15<sup>th</sup> April, do get in touch with us by email at [office@colmanfederation.org.uk](mailto:office@colmanfederation.org.uk) We can then talk to the teachers and they will get back to you.

In the meantime, we send our love and very best wishes to all our families and hope that you are managing to stay safe and well during this difficult time. We are always here to help wherever we can so please do get in touch if you need to. We are really looking forward to seeing you all again once we are able to reopen.

With best wishes

Julie Sandford  
Executive Headteacher  
The Colman Federation

