

7th April 2025

Dear Parents,

### **Parent Letter Regarding the Use of Reading Progress on Microsoft**

I hope this letter finds you well. I am writing to inform you about our exciting initiative involving the use of the Reading Progress tool on Microsoft, which we have recently introduced as part of our whole school focus on enhancing reading fluency.

Reading Progress is a powerful tool that allows both teachers and students to engage with reading in a more effective manner. One of its key features enables us to assign pre-reading materials prior to lessons, allowing teachers to dedicate more instructional time to deeper learning. This ensures that every student, regardless of their reading confidence, can rehearse and practise reading a selected text before class discussions. Consequently, this preparation reduces anxiety and eliminates the element of surprise that often accompanies new reading material.

Additionally, Reading Progress supports the pre-teaching of vocabulary, enabling students to understand unfamiliar words in a particular context. This preparation is instrumental in building their confidence and comprehension skills.

As part of the trial period, some teachers have been tasked to set pupils reading assignment homework online through TEAMS that have been relevant to their studies. Within school, Year 5 have attempted these age-appropriate reading tasks in a controlled group to establish how effective it can be, whilst considering all the potential barriers that children may face at home including noise, recording issues and how effective the microphones are.

As this is a trial period, we appreciate your support and understanding as we explore which tools best serve the needs of our learners and appreciate the initial feedback we have received. We are committed to fostering an environment that encourages reading fluency and we welcome any ongoing feedback throughout this process.

Thank you for your continued support of our efforts to enhance literacy across the school.

Yours sincerely,

M. de. Wit  
English Lead