



19th January 2021

Dear Parent/Carer,

Thank you to parents/carers who have been able to complete our parental survey. The feedback has been very useful and will be followed up in this week's newsletter with responses to some frequently asked questions.

Please find below the link if you would still like to provide feedback:

<https://forms.office.com/Pages/ResponsePage.aspx?id=tJnLXkAyZECDCAS-vshM9cVWjXfqktFFs7NKBp6cxdJUNzI4WEwxN0k3VFIPSjRTV0pOMIBIODRXC4u>

Microsoft Teams support for Key Stage 3

As you are aware, our model to support Key Stage 3 lessons has relied solely on itslearning, where we have been asking the students to register, access and submit work and access live support from staff. In order to develop the support aspect of our remote learning provision, we will be phasing in Microsoft Teams to Key Stage 3 over the next few weeks, with all subjects expected to offer the support by the week beginning 1st February. This will ensure that the students have access to their teachers through this software, rather than the live support function on itslearning. The system of registering and accessing/handing in work on itslearning will remain the same, with the change designed to support teacher-student dialogue where there is an issue with the work during the lesson.

Please find below a copy of the message that has been sent to your child to explain how Teams will be used to support the systems that we have in place. I would appreciate it, if you could take some time to discuss the message below with your child to ensure they are clear about the expectations.

Dear Student,

Looking ahead to the next few weeks, we will be introducing Microsoft Teams into Year 7-9 lessons. By the week beginning 1st February there will be Teams support offered through all of your subjects. Some of your teachers may start to use this support earlier.

We will continue to use itslearning to post work, complete registration and submit work. This means that you will be able to access the resources you need and continue to use the system we have set up.

Your teachers will be contacting you by email to invite you to join the Teams 'meeting' if you require additional support with your work, so it is important that you regularly check your school emails. The invitation may be for part of the lesson or the whole lesson, please check the timing on the invitation. Some teachers may decide that they wish to use Teams for one lesson during the week, rather than both, so please continue to check itslearning and follow the instructions posted there. We want to use this function to support itslearning, rather than completely move to 100 minutes of 'live' lessons.

The live elements of the lesson can be done on a mobile device, and so a desktop or laptop computer is not necessary to get the benefit of live lessons. I also believe that you can access Teams through Xbox and Playstation consoles.

In terms of your conduct, it is really important that you treat the session on Teams like you would any other lesson and the normal school rules apply. When in a live lesson, you should see this as an extension of the classroom and conduct yourself as you would in that classroom.

You must not record or take photos of your classmates or teachers during a video conference lesson / tutorial. Only engage in video or audio conversations when your teacher / tutor invites you to do so.

Please be aware that Teams sessions are recorded by the teacher to ensure safe practice.

For Teams sessions to be most effective, you must:

- *have your lesson/tutorial in an environment that is quiet, safe and free from distractions, but preferably in a common area of your house (whenever possible this should not be your bedroom)*
- *be on time and mute your microphone when joining*
- *have a neutral background (If your teacher has allowed you to use video)*
- *be dressed appropriately for learning as you would be at school (no pyjamas or clothes with inappropriate slogans)*
- *remain attentive during sessions without distractions*
- *only use the chat function of the platform if asked to do so by your teacher / tutor*
- *follow the instructions of your teachers / tutors during these live sessions*
- *interact patiently and respectfully with your teachers and peers*
- *make sure you end the session as soon as the teacher indicates to do so*

If you have any questions about Microsoft Teams I will be holding a drop-in session on Wednesday 20th January at 1p.m-1:30p.m. I will be sharing the invitation with you soon, so look out for the message and join the meeting if you have any questions.

*Best wishes,
Mr Davis*

As a parent/carer, if you have questions about the provision, please contact me in school.

Kind Regards,



Brian Davis
Assistant Head