



SCK/PT

07 January 2021

Dear Parent / Carer

### **Introduction to Teams – Hydra – Year 3/4**

After the recent Government announcement, all schools have been instructed to teach remotely. Therefore, we now want to strengthen our support for our students working at home this term.

On Monday 11 January all students will need to log onto Microsoft Teams at **9.30 a.m.** to attend an introductory meeting with their teacher. The teacher will answer any questions and alleviate any concerns your child may have regarding remote learning. A user guide of how to download Microsoft Teams is accessible on our website in the 'Student Zone.'

**The schedule of live lessons will also be shared on our website in the 'Student Zone' alongside the weekly remote learning timetable.**

Our live lessons will be conducted using Microsoft Teams. We recommend that you and your child practise using Teams before Monday 11 January and before their first scheduled live lesson so that you can iron out any technical difficulties.

Over the next few days, you will be contacted by phone, email, or text to be given your child's user name and password in order to access Teams. Your username and password must never be shared with any other person or be shared or publicised on social media.

To safeguard our entire school community, students must adhere to our strict guidelines for live lessons as outlined below:

- Students will only be able to join the live lessons using their username and password.
- During a live lesson, students will be able to hear and/or see their teachers. However, students should **not** be able to use their cameras or microphones, so they will not see or hear each other.
- Students will be able to communicate with the teacher through the typed chat function with reference to the lesson.
- Parents are **not** expected to comment during the lesson.
- The teacher for live lessons will disable all student cameras and microphones.
- It would be useful to develop good habits for the future; therefore, we advise that students are logged in to the session in a communal area (e.g. not their bedroom) with a neutral background.



- No personal items should be on display and your child should be appropriately dressed (e.g. not pyjamas). School uniform is not required.
- At all times, the student's camera must remain switched off.
- At all times, unless directed otherwise by the teacher, the student's microphone function must remain switched off.
- Only the teacher will allow students to unmute the microphones if they want to ask or respond to a student's question during a live lesson.
- Students need to be prepared. Bring equipment such as a pen or pencil and some paper. It would also be useful to have some coloured pencils and glue at hand.
- Students must be logged in to Teams at least **5 minutes** before the lesson is due to begin.
- We hope that parents will be able to work with or check-in with their children during the live lessons.
- Recording or taking images by students during live lessons are strictly prohibited.
- Any misconduct will result in the teacher removing the student from the live lesson.
- All the usual rules that we use at the Academy apply online too.

While our teachers are very creative and resourceful, they may not precisely replicate the classroom experience that would exist at school. Tasks, activities, and assignments may not be in the same format as they would be at school but have been designed to ensure learning continuity at home. However, teachers have and will continue to create high-quality, thoughtful and relevant activities to keep students thinking and engaging in learning.

We all know and recognise that this is a new and different experience for all of us. We appreciate everyone's flexibility and support and know that we will all do whatever we can to make this a positive experience for everyone in our community.

We are excited to have live lessons as an essential part of our remote learning offer to enhance your child's experience until we reach the time when we can safely welcome all of our students back into the Academy.

Yours sincerely

S Cook  
Principal