



19 June 2020

Dear Parents/ Carers

I am writing to provide you with an update on your child's learning starting from next week. From Monday, 22 June, until the end of term, teachers are going to run some live lessons on Microsoft Teams which all students have access to through their Airhead or Microsoft 365 log in.

Please note: Year 7 and 8 lessons in Languages and Humanities will run once a fortnight - w/c 29 June and w/c 13 July only.

How does my child access the live lessons?

A timetable of live lessons has been made available on the school website, <https://www.stangroundacademy.org/page/?title=Live+Lessons&pid=1297>. Please can you support your child in generating their weekly timetable. The timetable is unlikely to change until the end of term, however, please check the website at the start of each week for any updates.

The lessons will last 30 minutes to an hour and will enable teachers to work more directly with students on relevant subject content. It is vital that all students take part in these lessons and keep up-to-date with their work. We will continue to monitor attendance to these online lessons and feel that there are significant benefits for students that are fully engaged in all activities.

In order to ensure that these lessons are effective, I have attached a Student Guide to accessing the 'live' lessons on Microsoft Teams. Please can I ask you to help your child with the following:

- a) Install Microsoft Teams app on a PC/ Laptop/ Tablet/ Smart phone
- b) Log in to the app using their Stanground Academy email address and school password
- c) Access their class groups and relevant class channel where the lessons will take place

What are the expectations for attending the live lessons?

We would like these lessons to be effective in supporting your child, however, we need to ensure that the lessons are safe and secure for students and staff. With this in mind, the following rules will apply:

- a) Students must have their camera switched off.
- b) Student microphones should be switched off unless asked by the teacher to turn on.
- c) Any questions from students must be logged within the 'chat' function of Teams. We expect all messages to be appropriate, sensible and related to learning.
- d) Students must not record or take any pictures of any lessons – this would be a serious breach of staff privacy and will be dealt with through the Academy's disciplinary system.

Any breach of the rules above may lead to a student being exited from the lesson and barred from taking part in future lessons.

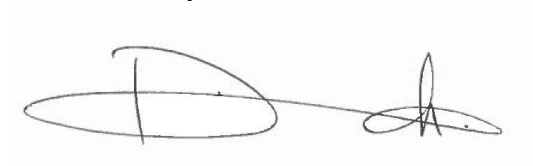
What if I have concerns regarding using Microsoft Teams?

If you have any questions or difficulties with Teams, please do not hesitate to let your Year Team (Deputy Head of Year) know. Please note, any requests to reset passwords would need to come from an email address we have registered on SIMS/ Class Charts as a contact.

We know and understand that this has been a difficult time for students and their families and see these sessions as a positive step in returning to some normality. My thanks go to you all for everything you are doing for your children.

We look forward to seeing many students in the 'live' lessons.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D Fundira', is centered on a light gray rectangular background. The signature is fluid and cursive, with a large initial 'D' and a smaller 'Fundira'.

Mrs D Fundira
Senior Assistant Principal