

11th January 2021

Dear Parent/Carer

As your child is currently self-isolating, I wanted to write to you and inform you how they can access their lessons from home. All students on arriving at the Academy were given their school email addresses and log in details. They will need this to access their remote learning. The preferred method of accessing lessons is by using remote access and dialling into lessons using an app called TEAMS. This is an app within suite of office 365 and all students at the academy have full access to it at school and from home. It can be downloaded onto mobile devices, tablets and laptops.

They can create and edit work in programmes such as power point, word or excel and save work securely in the cloud using One Drive. Placing work in One Drive will allow your child to access their work easily between home and school and work on it live. They will even begin to learn how to share work with their teachers for feedback and editing in the future.

Microsoft Teams is now our new way to teach our students in the event of a partial or full lockdown or if a student is self-isolating. Staff will invite their classes to live remote lessons as and when needed. Some staff may email the work they are setting for their lessons. Teachers will place work in the relevant class groups and there will be an expectation that your son/daughter attends their lessons when scheduled and completes all work that is set and on time including homework. High levels of good behaviour and engagement will be expected in remote lessons using Teams as it would be in the classroom at school.

Using a mix of face to face teaching and digital teaching is known as blended learning. With the younger generations being more digital ready this move towards blended learning is innovative and forward thinking. Many colleges and universities have been using this method of learning for a long time and we are pleased to also be able to offer this high-quality educational experience to our students.

Office 365 offers many free apps to use and access to produce and access work. Teams, Outlook and OneDrive are the 3 main apps recommended to use for accessing work. The Teams app (online lesson access and resources) looks like this:

Use TEAMS to dial into your remote lessons.



The Outlook app (school email account) looks like this:

Use Outlook to check your emails, lesson instructions and if your child has work to do that has been sent as an attachment.



Below I have provided you with a couple of very short videos to further explain some of the details above.

Video links to support this letter:

What is Microsoft 365?

<https://support.microsoft.com/en-gb/office/what-is-microsoft-365-847caf12-2589-452c-8aca-1c009797678b>

Parental Guide to Teams:

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

Accessing TEAMS lessons

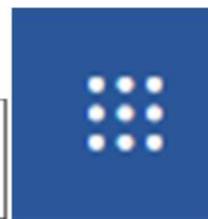
Staff will use TEAMS to invite your child to their timetabled lesson. This invite will automatically go to their school email address and it will also appear in their TEAMS calendar.

When an invite is received your child will need to accept the invite. This can be done easily on the email they receive in outlook. The lesson is then placed on your child TEAMS calendar and will remain there.

Just before the lesson is to begin, your child needs to log on to TEAMS. Once logged in, On the left-hand side of the screen they will see the tab entitled 'calendar'. Click this, find the correct day and time and press 'join meeting'.

To move between apps within Office 365

At the top left of the screen when logged into office 365 you will see these 9 dots called a 'waffle'. Click this to swap between your emails and teams quickly.



Behaviour and expectations in remote lessons

- Students join on time and are muted.
- If they have a question there is a 'raise hand' function.
- Only students who should be in the lesson and who have been invited may attend.
- Please blur your background on entry to the lesson. There is a tool bar on the screen when in a lesson, similar to zoom, to do this.
- No recordings by anyone in the meeting is permitted.

We will support your child as much as possible at this time and if you have any questions please contact your child's year leader

Yours sincerely,

Ms C Cross
Assistant Headteacher