

9th September 2020

Re: Live Lessons in Microsoft Teams

Dear parent/carer,

In the coming weeks, we are working to ensure that your child has access to excellent online learning opportunities to support their work in the Academy. For this purpose, we will be using Microsoft Teams. This platform will allow your child to access all lesson PowerPoints and resources, home learning tasks and revision materials. This system will also act as a communication channel to collaborate with teachers and peers.

In the unlikely event of a rise in coronavirus cases resulting in a partial or full school closure, we will also be using Microsoft Teams to deliver a full, and complete education for your child as far as possible.

We have been working on our protocols and guidance for online learning and the use of Microsoft Teams.

I have attached full instructions on how your child can access Microsoft Teams and begin to use the system for a range of purposes.

I have also attached a **student code of conduct and acceptable use** for your information. It is absolutely crucial that you have read these documents in full, with your child, before they were to join any "Live Lesson" or use Microsoft Teams for online learning, so that our expectations around the use of this platform are clearly understood.

Your child must log-in to Office 365 using **their academy email address and password**, select **Microsoft Teams** and in the event that your child is required to learn from home, they will find their Live Lesson schedule in their **calendar**.

Students in Year 7 will be informed of **their academy email address and password** in IT lessons over the next few weeks.

Please do not hesitate to contact me if you have any questions on this development.

Kind regards,

Mr N Bradnick-Thompson

Vice Principal