



Dear Y10 Parents/ Carers,

We have enjoyed welcoming Y10 back into school last week. It was great to see our Central Community again and to have our classrooms full of eager students ready to learn. If your child hasn't attended school yet and you would like them to do so, please ring the school office so we can arrange.

It is important that your child is working from home, following the work set by their classroom teachers. Throughout the school closure, we have made improvements to our home learning provision based on the feedback we have received from parents, carers and our students. Thank you for supporting your child and their learning.

## **What are the benefits of using Microsoft Teams?**

Microsoft Teams will allow your child to:

- Have live lessons where your child can listen to their teacher's explanations.
- These live lessons will be recorded so they can be watched again by you and your child.
- Follow the teacher's PowerPoint where the teacher may make notes or annotations that will be helpful to your child.
- Your child will be able to ask questions during the lesson through the 'chat' function. Your child's teacher will be able to address them in the moment, ensuring that they understand and can complete the work.
- Your child's work will be saved in one place and they can use the 'assignments' function to upload work for teacher feedback where appropriate.

## **When will the Microsoft Teams lessons happen?**

As these lessons are live, there is a Microsoft Teams timetable which has been included in this letter. This means that both you and your child are aware when your child has to logon onto Teams to access their live lessons. All Microsoft Teams lessons are in the afternoon so all students can attend, regardless of what day they are in school.

## **How will my child participate in Microsoft Teams lessons?**

Your child's camera will be disabled and it's important that they turn their microphone off during the lessons too so that everyone can hear. If they have a question, they can use the 'chat function' and their teacher will respond. Students should be aware that all messages they leave on the chat function can be seen by their classmates, teachers and parents. If students choose to misuse this new technology by posting inappropriate messages, then further action will be taken by the school as referenced in our 'Remote Learning' user agreement. So lessons can begin on time, we want students to be ready five minutes before the lesson is timetabled. We will be following our behaviour policy and rewarding those students who meet and exceed our expectations.



## Who will be teaching the Microsoft Teams lessons?

All of our Microsoft Teams' teachers have undergone bespoke training. There will always be two teachers delivering the lesson: one delivering the lesson and the other teacher will be dealing with any queries or questions in the chat. All live sessions are recorded so they can be watched again and instructions on expectations are given at the beginning of each lesson.

## How will my child know how to access these lessons?

We have created a 'Student Guide to Teams'. This guide is really informative: it explains how to work Microsoft Teams step-by-step. We have also created a video which explains the stages, step by step should your child get stuck: <https://www.lancasterhigh.lancs.sch.uk/home-learning>

## What do I have to do next?

You have to signed the 'Remote Learning' user agreement. This agreement has been included in this letter for your information. The 'Remote Learning' user agreement outlines our expectations for Microsoft Teams clearly – for the school, students and parents/ carers.

Like your child and the school, it's important that you sign the 'Remote Learning' user agreement. To do this, please click on the survey link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=8jfX3t07d0eAvV75jyg8kC5fA2eh5y1NuSu2j7NbJPBUOVBPSEc2SIIVUTBJSVJVNEFZUkpJVUZNTC4u> It only takes thirty seconds to complete and it must be completed by you before your child can access the live lessons.

If your child is struggling to access Microsoft Teams or you would like some further information about how it works, please refer to the Pupil Guide. If you and your child still struggle to access Microsoft Teams, please email the school IT helpline and we will help you:

[help@lancasterhigh.lancs.sch.uk](mailto:help@lancasterhigh.lancs.sch.uk) Please logon ahead of the lesson so we can address any issues ahead of the timetabled lessons.

We are really excited about the use of Microsoft Teams; live lessons begin on the 6<sup>th</sup> July. If you are helping your child with their home learning, you are more than welcome to watch the recordings. It will be a good opportunity to see what your child is learning.

Any questions or further queries, please contact the school.

We look forward to your child accessing these lessons virtually.

Yours sincerely,



Miss Amy Newsham

Assistant Principal