



ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

Newbold Road • Upper Newbold • Chesterfield • S41 8AG

Headteacher: Mrs M Dengate M.Phil

Telephone: 01246 201191

Email: enquiries@stmaryscheesterfield.org.uk

www.st-maryshigh.derbyshire.sch.uk

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Dear Year 10 Parents/Carers,

Firstly, I would like to take the opportunity to thank you for your wonderful efforts in supporting pupils with their home learning tasks. We are so proud of the way they are working, and the progress they continue to make during this hugely challenging period. We continue to strive to provide the best possible education for all of our pupils, and our dedicated and hardworking staff are always looking to develop the way in which we deliver the home learning experience.

To support pupils in understanding new content, a small number of departments are hoping to trial the use of the online platform **Microsoft Teams** over the next few weeks. Not all pupils will be involved in the trial but, if successful, this format could be rolled out more widely in the future. Video input has worked extremely well in supporting the progress of our Y12 students and we are excited about its potential to enhance provision for Y10.

Please read through the information below, before completing and returning the consent form.

If permission is not given or any other issue prevents access, pupils will continue to be provided with work in the closure work folder on the shared area, and they should continue to complete this work as set by their teachers. Pupils should continue to email their teachers if they have any concerns.

How will Microsoft Teams be used?

Teachers will record material and set a date for the material to be accessed by pupils. Recordings will feature teachers talking through material, which will be visible on screen, such as PowerPoints, notes, diagrams and websites. All sessions will be audio only, with no video of either teachers or pupils. Staff will then set tasks linked to video content via suitable platforms. Some teachers 'team up' to set remote learning tasks, so the lessons that pupils receive may not be delivered by their class teacher.

How can pupils access Microsoft Teams?

1. Go to the Microsoft Teams website **teams.microsoft.com**
2. Pupils can sign in using their school login details. Their username is their school email address e.g. apupil@stmaryscheesterfield.org.uk, and their password is the password they use to sign in to their school account/emails.
3. **Teams** – Click on the 'Teams' tab on the left hand side of the page. This shows all of the classes that the pupil has been added to. Teachers can upload files into these areas and share videos with pupils.
4. Although Teams is the main tab pupils will use, some teachers may also wish to use some of the other functions from time to time:
 - a. **Activity** – This section notifies pupils of any new tasks that have been assigned to them or if a teacher has given feedback on work that has been handed in.
 - b. **Assignments** – This button lets pupils see all of the activities that have been set by teachers in Teams.
 - c. **Files** – Teachers and pupils can share documents and resources in this area.

Live, Love and Learn in the Light of Christ

Expectations of pupils

1. Pupils MUST NOT record the teacher's lesson/voice.
2. Pupils should continue to use email to communicate with staff and MUST NOT send individual private messages through the chat facilities to their teachers.
3. Pupils must not use the platform to communicate with each other. Our monitoring and filtering systems will quickly pick up unauthorised use.
4. Pupils should have no expectation that their particular teachers will utilise this approach; Teachers will continue to decide which methods are most appropriate to the material being delivered.
5. Pupils MUST NOT share their login and password with anyone else.
6. Any misuse of Microsoft Teams will jeopardise the provision of this online learning approach for that pupil.

We are really looking forward to trialling this more interactive approach to online learning with our Year 10 pupils, and we hope that it will support our home learning activities as we move forward.

Many thanks for your continued support.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'F Fletcher', written in a cursive style.

Mrs F Fletcher
Assistant Headteacher