



# ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

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Dear 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 making the best possible progress, some departments are hoping to trial the use of the online platform **Microsoft Teams** with our Key Stage 3 pupils over the next few weeks. This type of input has worked extremely well in supporting the progress of our Key Stage 4 and 5 students, and we are excited about its potential to enhance provision for students in Years 7-9.

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

If permission is not given, pupils will continue to be provided with work through Satchel One.

### How will Microsoft Teams be used?

Teachers will use the platform to deliver live and pre-recorded lessons. Live lessons will only take place during the periods outlined in pupils' timetables, and details of when such lessons will take place will be communicated through Satchel One. All lessons will be recorded, enabling those who are unable to attend to watch the lesson at a later time. Sessions will be audio only and will feature teachers delivering content, setting a variety of tasks, and talking through material such as PowerPoints, notes, and diagrams. Some teachers will 'team up' to set remote learning tasks, so the lessons that pupils receive may not necessarily be delivered by their class teacher.

### How can pupils access Microsoft Teams?

Details of how pupils can access Teams lessons can be found on our website under Information - Covid 19 - Home Learning.

### Code of Conduct

Pupils will need to meet the same standards of behaviour and engagement that we would expect in the classroom. In addition, pupils must adhere to the code of conduct outlined below. Our monitoring and filtering systems will quickly pick up unauthorised use, and poor behaviour could jeopardise pupils' access to this method of remote learning.

- Pupils must turn off the camera function when using MSTEams.
- Pupils must only use the microphone when invited to do so.
- Other programs should be closed (unless required for the lesson) and mobile phones should be turned off to avoid unnecessary background noise.
  
- Pupils should only use the 'chat' function with the permission of the teacher.

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***Live, Love and Learn in the Light of Christ***

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- Pupils must not use the chat functions to communicate with each other outside of the lesson. They should continue to use email if they need to contact the teacher.
- Pupils must never join a meeting that they have not been instructed to join (via Satchel).
- Pupils must never begin their own meetings.
- Pupils must not share their login and password details with anyone else.
- Pupils must follow our 'Ready, Respect, Safe' rules.
- Pupils must ensure that behaviour is in line with the behaviour we would expect in the classroom

We are really looking forward to trialling this more interactive approach to online learning with our Key Stage 3 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 'Fletcher', with a stylized initial 'F'.

**Mrs F Fletcher**  
**Assistant Headteacher**