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Our Ref: GP/NF

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Dear Parents/Carers

Live Lessons - Guide to Using Microsoft Teams

We are very excited about the launch of live lessons from next week. We wanted to write with some guides for pupils and parents regarding the use of Microsoft Teams as well as an update on what to expect from live lessons.

We have attached a simple how to guide with this letter and below is a video below which pupils might find useful to watch if they get stuck.

<https://drive.google.com/file/d/1JHq6g5LAE2RGGsIxI5-c62UKpQbBJD2u/view>

Which lessons will be live lessons?

In addition to form time each day at 8.50am, if your son/daughter has more than one lesson in a subject per week then one of those lessons will be a live lesson. The remaining lessons will be pre-recorded and shared over Show my Homework, as normal. This blended approach allows all pupils to access learning regardless of the devices available to them in the home.

How will I know when the live lesson is taking place?

The live lessons will appear as meetings scheduled in your son/daughters Microsoft Teams calendar. A link will also be posted on Show my Homework. Teachers have been asked to ensure that the live lesson is on the same day each week. This will allow pupils to structure their week and fit in all of their live and pre-recorded lessons as well as work that needs to be submitted to staff.

What if my child misses the live lesson?

We strongly encourage all pupils to attend the live lessons. For data protection reasons, we are not able to record the lesson. If your child misses the lesson, they should continue to work through the lesson for that subject on Show my Homework.

What are the behaviour expectations for live lessons?

We have put together protocols and expectations for behaviour during live lessons. It is important that pupils read and understand the behaviour expectations, this will ensure that all pupils can take part in the lessons without disruption to their learning. We ask that if parents have any questions that you contact admin@castlefordacademy.com and avoid asking staff directly during pupils' live lesson.

When do live lessons start?

All pupils will have form time on **Friday 15th January** at 8.50am with their form tutor. Form times/assemblies will then continue daily. Live lessons will start on **Monday 18th January**. Please ensure that your son/daughter has downloaded Microsoft Teams and is able to access their Microsoft Teams calendar and is aware of the lesson timings.

- Registration 8.50am - 9.00am
- P1 9.05am - 9.55am
- P2 10.05am - 10.55am
- P3 11.30am - 12.20pm
- Lunch 12.20pm - 1.00pm
- P4 1.00pm - 1.50pm
- P5 2.00pm - 2.50pm

Pupils should aim, if possible, to find a quiet space at home to access the lesson.

We have attached a pupil guide to accessing Microsoft Teams along with parent protocol and pupil behaviour expectations below. Please take time to read over all of the documents and discuss the expectations with your son/daughter. As you are aware, live lessons and the use of Microsoft Teams is new to staff and pupils, there might be some glitches along the way, we ask that you bear with us in these early days.

Thank you for your continued support.

Yours faithfully



Mr G Panayiotou
Headteacher

Yours faithfully



Mrs D Cook
Associate Headteacher





Live Lessons – Pupil Expectations

Expectations for lessons:

- All live lessons will be delivered through Teams. Links will be sent in advance so that you are aware which lessons you will need to attend.
- Live lessons do not replace Screencastify. These should be accessed as normal and work submitted via Show My Homework or e-mail.
- Lessons will last up to 50 minutes. This will allow for a break in between lessons.
- You must dress appropriately (this does not need to be school uniform). You may be asked to leave the lesson by your teacher if your clothing is deemed inappropriate.
- You should sit in front of an appropriate background in a shared space in the home (preferably not in a bedroom or other personal space). This should be away from distractions where possible.
- You should let other family members know when you are accessing live lessons.
- Try to limit any external noise and ensure that your screen is set to mute.
- You will need paper and pens to access the work.
- Teachers will engage with the lessons by using the chat functions or raise hand icon. Do not unmute your mic unless you are specifically asked to by the teachers.
- We would like your cameras to be on to engage fully with the lesson.
- The chat function will be disabled for any personal chat messages. You can only use the class function to chat to the teacher. You should not use this to chat to other pupils.
- A pupil may use the raise hand icon to chat to the teacher and wait patiently for a response.
- At different points throughout the lesson, you may be asked to complete tasks independently. If you need support from a teacher during this time, use the raise hand icon.

Please remember that behaviour expectations remain the same during live lessons as they do in school.

Ready	Respect	Safe
<p>You must always attempt the work to the best of your ability.</p> <p>You must attend the lesson punctually and not leave unless asked to do so. If a teacher is not yet online, please wait patiently for the lesson to start.</p>	<p>Do not distract other pupils.</p> <p>Follow instructions first time, every time.</p> <p>Ensure that your language is appropriate at all times.</p>	<p>Mobile phones must be switched off and you must not use other forms of technology to communicate with anyone during the lesson.</p> <p>You must not take pictures, record the lesson or share the link with anyone else. (This is a very serious breach of privacy rules and will result in sanctions being applied).</p>

- Teachers will remove anyone from the lesson who is not engaging or is distracting the learning of others.
- If you are removed from a lesson, you may not have access to lessons in the future.



Live Lessons – Parent Protocol

Expectations for lessons.

- All live lessons will be delivered through Teams. Links will be sent in advance so that pupils are aware which lessons they need to attend.
- Your child should download teams to any device they are going to use. This can be done on a phone or other appropriate device. We recommend that a phone is not used for the lessons, but can be used for form time as these are shorter sessions.
- Live lessons do not replace pre-recorded Screencastify lessons. These should be accessed as normal and work submitted via Show My Homework or e-mail.
- Lessons will last up to 50 minutes. This will allow pupils a break in between lessons.
- Pupils must dress appropriately. They will not be allowed to access live lessons if their clothing is deemed inappropriate. This decision will be made by the teacher delivering that lesson at the start of the lesson.
- Parents should not join in the lesson in any way and should avoid being visible on the screen. Please ensure that if you wish to contact a teacher, this is done through admin@castlefordacademy.com, a teacher's school email address or Show My Homework.
- To allow pupils to concentrate. Please try to limit any external noise and ensure that your child's device is set to mute for the entirety of the lesson.
- Pupils should sit in front of an appropriate background in a shared space in the home and preferably not in a bedroom or other personal space. This should be away from distractions where possible. Parents should be aware if their child is engaging in a live lesson via Teams and should try to limit distractions from other members of the household.
- It is helpful to check that pupils have turned off all mobile phones unless you are using them to access the lesson.
- Pupils will need paper and pens to access the work.
- At different points throughout the lesson, pupils will be asked to complete tasks independently. A pupil may use the raise hand icon to chat to the teacher and wait patiently for a response
- We are asking that pupils leave cameras on to ensure that they are fully engaged with the lesson.

Please be aware that live lessons should be viewed in the same way as lessons in a classroom setting and the conduct of all pupils should be the same as they would show in the classroom.

- We expect all pupils to follow our universal rules of ready, respect, safe.
- Teachers will remove anyone from the lesson who is not engaging or is distracting the learning of others. This decision will be made by the teacher who is leading the lesson.
- If a pupil is removed from a lesson, they may not have access to lessons in the future.

These expectations are designed to support pupils in staying safe online and enriching the learning experience of all pupils. Thank you for support.