



**Mr G Panayiotou – Headteacher**  
**Mr John McNichol – Chair of Governors**

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Our Ref: GP/NF

8<sup>th</sup> January 2021

Dear Parent/Carer

I hope this letter finds you and your family well.

We are writing today to update you on the plans that we have in place for remote education.

Following the announcement in December that there would be a phased return for schools, we set up a comprehensive package of work for pupils to access work remotely. This has involved a combination of video lessons and on-line resources. In addition, form teachers have started to contact all of the pupils in their forms to check how they are doing and to support with remote education.

The announcement of a national lockdown until at least February half term has made us reflect on ways in which we could enhance our remote education provision. Whilst we have had much positive feedback from parents about the quality of our remote provision, we have also had some requests for live video lessons rather than pre-recorded video lessons. Furthermore, as an academy we would like to increase pupil participation in lessons. In response to this, we are going to launch a blend of live and pre-recorded video lessons from **Monday 18<sup>th</sup> January 2021**. If your child has more than one lesson per week in a particular subject, one of those lessons will be a live lesson delivered by your child's teacher. These lessons will take part over **Microsoft Teams**.

We will be sending more details about how live lessons will work next week. In the meantime, we ask that all pupils are prepared by making sure they have either downloaded Microsoft Teams or confirmed they are able to access Microsoft Teams from their device in advance. **Please see the instructions attached to this letter regarding accessing Microsoft Teams.** Pupils should log into Microsoft Teams with their school email address. Please note that the full array of Microsoft applications can be accessed via pupils 365 accounts. We are in the process of setting up classes, so there may not be any classes set up for pupils to see initially but these will appear over the week.

### Form Time/Assembly

We are also introducing a live form time/year group assembly via Teams between 8.50am and 9.00am every morning to help pupils prepare for the day. This will start from Friday 15<sup>th</sup> January. Further details of this will be included in next week's correspondence.



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We recognise that not all children in a household have access to a device, we hope that this blended approach of both live and pre-recorded lessons will meet the needs of all parents and pupils in our school community. More information regarding the live lesson process, protocols and troubleshooting will be e-mailed out next week. In the meantime, pupils should continue to access the pre-recorded lessons and work set on Show My Homework.

We look forward to seeing pupils (in the virtual world) soon.

Yours faithfully



**Mr G Panayiotou**  
Headteacher

Yours faithfully



**Mrs D Cook**  
Associate Headteacher



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# Accessing Microsoft Teams

To access Microsoft Teams from any of the following devices:

- PC
- Laptop
- iPad
- Tablet
- Mac
- Android or IOS device

Please visit <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> (on the device you wish to install Microsoft Teams) scroll down and select Download Teams (this will automatically install the app on your device).

**To access Microsoft Teams from an Xbox:**

- Go to my games and apps
- Find Microsoft Edge and select
- Type in Microsoft Teams
- Login using your school email address and password
- Select Microsoft Teams (from the left hand side)

**To access Microsoft Teams from a PlayStation:**

- Go to the library and find options for games and applications
- Select an internet browser
- Type in Microsoft Teams
- Login using your school email address and password
- Select Microsoft Teams (from the left hand side)



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