

Our ref: 0612TCV

12<sup>th</sup> June 2020

Dear Parent/Carer

Further to my letter earlier this week we want to pilot 'live video' lessons through **Microsoft Teams** with pupils in Years 7, 8 & 9 next week. Initially we will run one subject project for each Year and if successful we can look to increase the use of this technology in coming weeks.

The subject project will take the form of a video lesson on **Monday at the times below**. In the lesson teachers will introduce the topic, explain theory and set a task for pupils to complete during the course of the week. This will then be followed by a second 'live lesson' on **Wednesday at the times below** with the same teacher when pupils will have the opportunity to questions, share ideas and seek further guidance. Pupils will be expected to submit their completed work on **Friday** when there will be a final 'live lesson' again **at the times below** when pupils can discuss what they have done with their teachers and ask for any final help or guidance.

During 'Live' lessons pupils **do not need to use video if they do not feel comfortable** but can simply use the audio facility to listen to their teachers and ask questions to clarify their understanding.

We are not running a Year 10 project through Teams yet as we hope to begin to welcome them back in school in small groups on the week beginning the 22<sup>nd</sup> June subject to guidance from the local authority next week. I will write next week to confirm these arrangements.

The subjects running next week are as follows. Work for all other subjects will continue to be set through ClassCharts for the time being.

<b>Year 7</b>	MFL	11.30 am
<b>Year 8</b>	Geography	10.00 am
<b>Year 9</b>	History	10.45 am

Attached are some instructions on the use of Microsoft Teams to help with set-up if you are not familiar with it.

Should you have any queries regarding this please address them to [glyons@saviosalesiancollege.com](mailto:glyons@saviosalesiancollege.com)

## Managing behaviour and setting expectations in 'live lessons'

Pupils are expected to observe the same good behaviours and cultures we would expect in a classroom. Please discuss the following points with your children before the lesson begins.

- Pupils should use friendly and respectful greetings and language to everyone in the meeting
- Remove distractions like TV's, games and particularly phones - We know how distracting it is to try to concentrate if you are also chatting to friends online. Please shut down anything that might distract you. If you are using your phone/computer to learn, make sure everything else is closed down. If you are not, please place your phone away from you.
- Pupils are reminded of the importance of professionalism on the call. The lesson may be recorded by staff for future use and to monitor behaviour. Pupils will not have the facility to record lessons.
- Teachers may ask you to mute your microphones and turn cameras off at times to reduce distractions and ensure everyone can focus on the learning.
- We recommend pupils sit at an appropriate location in their home - We know how much easier it is to learn in a calm, quiet environment. If possible, please go to a space where you can work uninterrupted. Make sure you are sitting down somewhere you can watch this video while also writing in your book. A desk would be perfect.

Yours faithfully



Mr T Costello  
**Headteacher**