



THE PRIORY ACADEMY

LSST

RE: Microsoft Teams

Dear Parents and Carers,

As an academy we have been investigating ways to further develop remote learning. You may have seen some of the work we have already begun with Microsoft Stream. With Microsoft Stream teachers send recorded lessons to students that they can watch in their own time.

Moving forward we are now in a position to begin to utilise Microsoft Teams following a recent update from Microsoft. This will allow for online 'live lessons'. We believe many of our students will benefit from the increased level of interactivity which these online lessons bring.

Please be aware we are going to begin these lessons via Microsoft Teams on a very small scale and will gradually expand the usage. This will ensure we can provide our staff with appropriate training for these sessions. Therefore it might be some weeks before your child is involved in such as session.

There will be two different options available that staff may use in Microsoft Teams:

1. Live Meeting

Teachers deliver lessons 'one way'. The teacher is live on a webcam and microphone in these sessions whereas students will not be able to use their webcams and microphone. Students watch the lesson and can respond to questions, or ask questions, in a separate question and answer window which uses written communication only.

For Option 1 we do not require any consent from parents/carers. However, if this option causes you any concerns at all please contact Mr Sleight on gsleight@prioryacademies.co.uk.

2. Teams Meeting

These are discussion groups led by the staff with students joining with audio and video streams. Students will be able to have their microphones or webcams on during these lessons when invited to do so by the teacher. These sessions will never be one to one. These lessons are recorded. This is for safeguarding purposes and also allows those who miss the live session to catch up. The recordings are then placed into Microsoft Stream where they can be viewed by Priory Students and Staff only. Staff will not record Teams Meetings to their own devices and they will be saved on the academy IT system. Students are to also not record sessions or parts of sessions on their own devices.

Where students participate in these sessions we ask that the following guidance is followed:

- Students are to have their cameras off during all online lessons and their microphone muted as default. The teacher can invite students to unmute their microphone during question and answer sessions. However,

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The Priory Academy LSST is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

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students will not be pressured to do this and do not have to if they do not wish. Any questions students want to ask at any other time during a Teams Meeting should be sent using the chat function.

- Parents and carers may be present with during a session. However, other children such as siblings or friends are not allowed to be present during online lessons.
- Students are to dress appropriately for the session, e.g. as per guidance for non-uniform days. Academy uniform is not necessary.
- Language must always be professional and appropriate during lessons, including any family members who may pass in the background. This also applies to any comments given in the chat function.
- All other normal academy rules apply during online lessons, as they would in normal lessons.

Parent/carer consent is required for Year 7-9 students to participate in these sessions. Therefore, if you wish for your child to be able to participate in 'Teams Meetings' with their teacher please complete the form here by Friday 26th June:

<https://forms.office.com/Pages/ResponsePage.aspx?id=a4b7hEpr50GQiiDXWqYdgQo8IfnpschluDQX5ZauzfNUNzNEQldCNFZNT1hYNkxFTlpRUFRGRzJIWS4u>

Your child will not be allowed into a Teams Meeting without this consent. Your child's safety and welfare remain our priority during online lessons. If during a session you have any concerns with regards to a tutor or a staff member these should be sent to jnuttall@prioryacademies.co.uk or you can report concerns externally here: <https://reportharmfulcontent.com/>

Yours faithfully



Mr G Sleight
Assistant Headteacher