



THE PRIORY ACADEMY
LSST

October 2020

Dear Parent / Carer

At The Priory Academy LSST we always aim to deliver engaging lessons and to use new technologies positively to enhance the learning experience for our students. In the past we have taken advantage of opportunities to deliver lessons remotely using Microsoft Teams. In order to use this technology, we need permission from you as parent/carer for your child to take part in such Teams Meetings should we do so again. A full description of Teams Meetings is given below. In order to give permission for your child to take part please complete the form here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=a4b7hEpr50GQiiDXWqYdgQo8IfnpschluDQX5ZauzfNUREVXWDI5TTVaUE41TzBYNUtjVzIQM0RORI4u>

Teams Meetings

Teams Meetings are online discussion sessions led by teachers 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, students will not be pressured to do this and do not have to if they do not wish to do so. Any questions students want to ask at any other time during a Teams Meeting should be sent using the chat function.
- Parents and carer may be present 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 that 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.

Yours faithfully

Mr Gary Sleight
Assistant Headteacher

Headteacher: Mrs J Hopkinson

The Priory Academy LSST, Cross O' Cliff Hill, Lincoln, Lincolnshire, LN5 8PW

Tel: 01522 889977 **Email:** generalenquiries@priorylsst.co.uk **www.priorylsst.co.uk**

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

Registered Company No: 6462935. DfE Registration No: 135565

