



BYRCHALL HIGH SCHOOL

Using Microsoft Teams

Dear Student,

Should there be a requirement to enforce a full or part school closures you will be required to access your **normal timetable of lessons online via Microsoft Teams**. These lessons will be a mixture of live and pre-recorded and further details regarding how and when will continue to be shared with you via your form tutor. You and your parents also have access to all the information about how this will work on the school website.

You will be invited into a Team for each of the subjects that you follow in school. You will also be sent separate invites for each lesson both via email and your Microsoft Calendar. To access the lesson, you simply need to click on the meeting link. All lessons will be recorded and stored, which will mean you have access to a fantastic revision tool to support you further with your learning.

This letter summarises the high expectations we have of you when participating in virtual lessons. It is important that you take time to familiarise yourselves with these.

- You must be appropriately dressed. Think about what you would be expected to wear on a non-uniform day in school. Anyone in view of your camera must also be dressed appropriately;
- You must use your full name to identify yourself. If we don't recognise your name, you won't be able to join;
- You must take part in a room in your house, other than a bedroom and bathroom;
- You must let other people in your household know that you are involved in a live session;
- You must check and remove anything in the background that might be inappropriate, distracting or could share personal details about you or your family;
- You (or anyone else in your house) must never record the live session or take photos, either through the device being used or other devices, such as: a mobile phone;
- You must not use the personal chat facility to communicate between each other. This facility is used to ask questions during the lesson, about the topic being covered.

On a basic level, you will be expected to meet the same standards of conduct and behaviour during online lessons as you would be expected to in school. Failure to do so will lead to consequences including having access to IT facilities withdrawn.

As would be the case in school, the lesson is managed by the teacher. So please;

- Ensure you use appropriate language – unnecessary language or unkind behaviour will not be tolerated.
- Practise using standard English, ensuring you are polite at all times to all online participants.
- Fully engage with the lesson, remembering to submit work by the deadline set.

These expectations are in place to ensure a safe and fun learning environment for all.

Mr Paul

Live to Learn Learn to Live