

**Pensby High School**

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Headteacher: Mr K Flanagan

19th June 2020

Dear Parent / Carer,

As you will be aware, school's nationally have only been able to open on a limited basis to pupils in Year 10 as we follow the government's guidance. At Pensby we are forward planning for a 'blended' learning situation where pupils can attend some face to face sessions but other parts of the curriculum are taught online until such time as things return to 'normal', which may not be in September.

We have chosen to use **Microsoft Teams** as a way of delivering 'live' lessons to pupils. Teams can be used on a wide variety of devices including a desktop computer, laptop, tablet or mobile. There is a help sheet on the school website, and also with this letter, that provides details of how to access teams through your web browser or via the Microsoft Teams app.

To be able to access Microsoft Teams your child needs their unique email address and password and these are provided below:

Teams is a way in which pupils can take part in 'live' lessons and all lessons will be recorded. Recorded lessons will subsequently be available through Teams to be viewed at a later time. We will continue with the optional 'face to face' sessions in school and pupils who miss the 'live lessons' will be able to use the recorded lessons to 'catch up'. If you decide that your child is not going to attend the face to face sessions in school please can you let us know. Pupils will have assignments set through Teams and will be able to submit their completed work.

As we seek to move learning forward via Teams the engagement of pupils will be a key ingredient in its success. We have summarised our expectations in the 'Ready to Learn' policy below:

Ready to Learn - Online Learning.

Remember Microsoft Teams is an extension of the classroom and you should behave as you would in a classroom. Respect our virtual classroom just as you would respect our school classrooms.

CARE

- Be kind and forgiving when someone makes a mistake; we are all new to online learning.
- Be a good listener. Take the time to listen to the contributions of others and do not interrupt others.

RESPECT

- Join your Microsoft Teams lessons from an environment that is quiet, safe and free from distractions; ideally in a common space and within earshot of parents (and not a bedroom).
- Be dressed appropriately for learning in home clothes (e.g. no pyjamas).
- When you enter the lesson mute your microphone and turn off your camera unless instructed to turn it on by your teacher; only unmute yourself if your teacher asks you to answer a question.

- Click the “raise hand” button if you would like to contribute.
- Think before you type. If your teacher enables the Chat feature you may be able to participate in the lesson by typing into a chat box. Choose your words carefully. Avoid slang terms or short forms like “u” for you or “ur” for your. Stay on topic. Do not say anything you wouldn’t say in an actual classroom. It is all being recorded for use by students at other times.
- Remain attentive during sessions. You should not be using personal social media during lesson times.
- Students must not record or take photos of teachers or other students during lessons, nor share lessons publicly (written or video or sound). If you do and the teacher is aware, you may not be able to continue with your on-line lessons and this will be explained to home.

INSPIRE

- Be curious and open to learning.
- Stay on task and use learning tools for their intended purpose. Even though we are not together in the classroom, this is our new classroom and our same expectations apply.
- Take it slow. Online learning is probably a new experience for you. Resist the impulse to be silly or to type / say the first thing that comes into your mind.

Online learning is a privilege – use it responsibly.

Next steps:

- Letter sent out with usernames and passwords - Teams access established in family home where devices are accessible.
- Week beginning 29 June 2020 - pupils who attend school will be given an introduction to the use of Microsoft Teams.
- ‘Dry Run’ so that pupils can check that they can successfully access ‘live’ Teams lesson with Form Tutor: **Wed 24 June - 10.00 - 10.20 a.m.**
- Week beginning 6 July 2020 - ‘live lessons’ take place for 4 hours each day - timetable of lessons and timings to follow.

Thank you in advance for your support in helping to establish Teams as a way of enhancing learning during this challenging time.

For any issues accessing Teams please contact: **Teamssupport@psf.wirral.sch.uk**

Yours sincerely

K Flanagan