

11<sup>th</sup> October 2021

Dear Year 7 Parent/Carer

Following my previous correspondence regarding login details for Year 7, I would like to remind you of some important information.

Year 7 students have been issued with a Teams account and personal login in details. This information is contained on a sticker which has been placed in the back of their Mathematics exercise book. We would advise all parents to keep a copy of these login details securely at home, separate from their book.

In the event your child tests positive for COVID and therefore must remain at home for a period of isolation, the school will continue to provide your child's education remotely during their isolation period only if they are well enough to do so. If they are not well please do not worry, the school will support your child with the missing work on their return. Remote education will be provided 'live' through Microsoft teams where appropriate. Please note that this will not occur on the first day of reported absence. There may also be some lessons which are not appropriate for remote teaching; for example, an assessment or practical lesson. In this case staff will send appropriate work via a task set on Teams.

It is imperative that students sign in with their school account and not a personal account used at home; teachers will only admit students signed in with their school account.

Students will receive training on using Teams during tutor time along with clear expectations for behaviour for remote learning, however a few important points to note:

- Students should not use the camera or microphone function at any time during the lesson.
- Students should use the chat function appropriately e.g. when asked a question by the teacher or if they have an important question regarding the work.
- No inappropriate language, emojis or images should be typed into the chat function.

There are a number of helpful videos on Firefly to support you and your child in using Teams; these can be found on the Student IT information page on Firefly.

Please contact Mrs Low, Student Services Co-ordinator if you require further assistance.

Yours faithfully



Mrs N Brown  
**Assistant Head Teacher**