

January 2021

Dear Families,

Year 11 Live Lessons (Synchronous Learning) via Microsoft Teams

The academy would like to provide the opportunity for some year 11 lessons to be taught live via Microsoft Teams each week. These lessons will be agreed in advance with the academy's senior leadership team and students will receive an invite to the lesson via their school email address. All lessons will follow a set schedule and no further lessons will be arranged outside of the agreed lessons. The schedule will be communicated once consent to live lessons is provided by parents.

Live lessons will focus on covering the key content of the home learning lessons set that week. Students will then be expected to complete the rest of their home learning independently as live lessons will not cover all the teaching time allocated to each subject.

Please read carefully the following expectations regarding safeguarding around live lessons:

- The Dixons Academies Trust has outlined the safeguarding expectations that are specific to live lessons (synchronous learning), these can be found in the Online Safety and Acceptable Use of Information Technology document (<https://www.dixonsat.com/about/policies>). This policy outlines every step possible to ensure the safety of students and staff; the use of technology does present risks, some of which are particular to this medium.
- All lesson invitations will be sent from the teacher's academy email address to the student's academy email address.
- Parents / carers and students will be sent a guidance document from the academy that outlines the expected protocols.
- Students should wear headphones throughout the lesson in order to minimise the possibility of information about other students being shared.
- Students should not use cameras during these lessons. However, if there is an issue and the camera function did come on we would ask that students are wearing their school uniform.
- Teachers will mute the students dialling in and will only communicate via the Chat function.
- Parents / carers are advised to remain in the room during the lesson – other children should not be present if possible.
- The online teaching platform must not be used by staff or students for any other purpose than teaching e.g. sharing photos or general messaging.
- If anything happens that the teacher feels uncomfortable about, they will end the call immediately and report it to the SLT in the first instance, or to Miss Hickey if it is of a more serious safeguarding nature.

In order for your child to receive live lessons we must have consent from parents first. To do this, please fill out the forms survey with your child's name, tutor group and select the consent option. If you have any questions please do not hesitate to contact me.

Yours sincerely



Charlotte Binns
Assistant Vice Principal

