



3rd June 2020

Dear Parents and Carers,

Following my recent letter outlining our plans at St Mary's for a phased return to school I am writing with further details of the first phase, live teaching delivered through Microsoft Teams.

A reminder of the revised provision from Monday June 8th:

Year 10

- 18 hours per week of remote learning will be delivered live through Microsoft Teams by subject teachers. This includes all examined subjects that will be carried through to Year 11 in September.
- 7 hours of work set through the current student portal which will cover subjects terminating at the end of this academic year (Option A and Humanities), along with Core PE.
- Pastoral contact will continue on a weekly basis through Personal Tutors.

Year 12

- Up to 20 hours/week of remote learning delivered live through Microsoft Teams by subject teachers. Given at this stage of Year 12, all options for continuing with subjects should remain open, every lesson across each student's curriculum will be included and should be attended.
- Pastoral contact will continue on a weekly basis through Personal Tutors.

Microsoft Teams is part of the Microsoft 365 suite of tools that all St Mary's College students have access to. 'Teams' as it is most commonly referred to, has a range of uses and many parents/carers may well be familiar with it from their personal or professional experience, particularly in recent weeks. Often used for meetings and bringing colleagues/clients together in the work place, the application has a specific function for education and is now widely being used by schools, colleges and universities across the world. Our state of the art and recently upgraded IT infrastructure provides a highly secure environment for us to operate within. I am very aware of national media relating to online meeting products such as Zoom and would like to reassure you that only staff and students with secure access can use our software. It is not enabled for any external use at all at any level and even if a link was shared for example, there is no way in.

We have carefully considered the safety of students and staff before bringing forward this next stage of lesson delivery. In the first instance and as a rule, no student cameras will be used in lessons. There may be rare and specific exceptions but where they apply parents will have been contacted and additional permissions sought. All sessions will be recorded for safeguarding purposes. If you have any concerns about the sessions being recorded centrally please get in touch so that we can reassure you.

We are currently collating the feedback from our survey and will respond where necessary in due course. Thank you for supporting us by responding; your feedback is critical in ensuring we can plan and prepare the best possible offer. We will continue in our work with families to overcome any remaining barriers to access.

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Mr G Fitzpatrick

Head of School
Mr D Perry





Attached to this letter are instructions for students on how to access their live lessons and the protocol we will expect them to adhere to. Standards of conduct and behaviour will be carefully monitored and our normal behaviour policy will be reflected. Failure to behave appropriately will ultimately result in a student being ejected from the lesson. Attendance is mandatory and will be followed up at all times.

We will be providing a test and welcome session to allow everyone to practice opening Teams and joining a lesson. This will take place with our pastoral teams on Friday 5th June and as outlined below. We have split the sessions to accommodate the large numbers involved but there is no difference between them, and each student only needs to attend once. Year 12 students will receive a text message to confirm which session you have been allocated.

Year 10: x half 11:00am / y half 11:30am

Year 12: A-Level Students 11:00am / Vocational Students 11:30am

These sessions will be scheduled in each student's calendar, which is where all lessons will be found from next week. Students should follow our guidance to access the practice session and receive a brief introduction to the software. In addition, we have provided a how-to video which students can find on the SMC Study portal in the Support, Advice and Guidance section.

<https://smc23.sharepoint.com/sites/SMCStudy/SitePages/Support,-Advice-and-Guidance.aspx>

As outlined in my previous communication, I recognise that the coming weeks signal a shift in approach which will present some new challenges alongside the significant new opportunities. We will have our IT helpdesk team on standby during Friday so that if you encounter any challenges you can contact us at helpdesk@smchull.org.

I will write again next week with respect to plans for our on-site provision. For now, the focus must be on the smoothest possible transition to our 'live remote learning' from Monday.

Thank you in anticipation for your continued support.

Yours sincerely

Mr D Perry - Head of School

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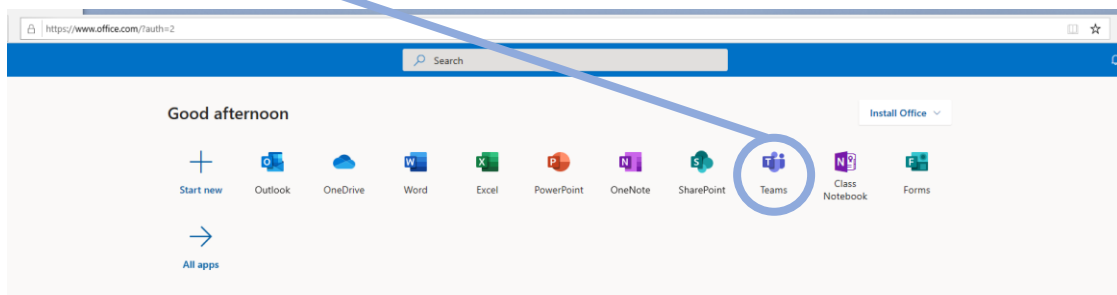


St Mary's College

Guidance for accessing 'live lessons' through Teams

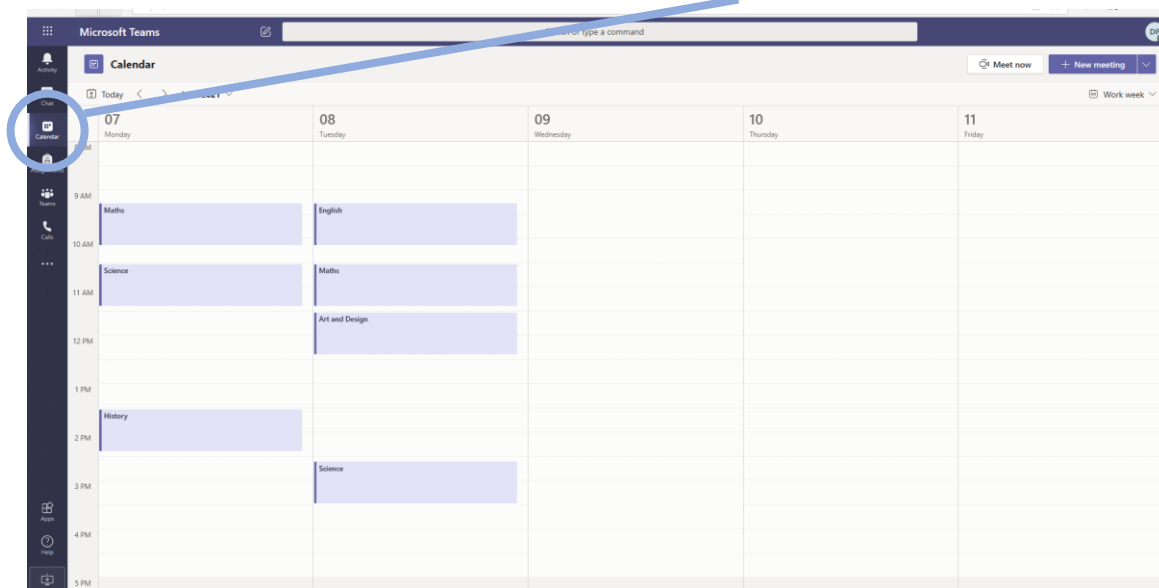
1. There are **two options** for accessing Microsoft Teams.

- A. You can click on the Teams icon when logged in to your Microsoft 365 account at office.com (in the same way as you have clicked on to the SharePoint icon for the SMC study page previously).



- B. You can download the Microsoft Teams App on any device for free and log in using your school e-mail and password. Find the App at: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

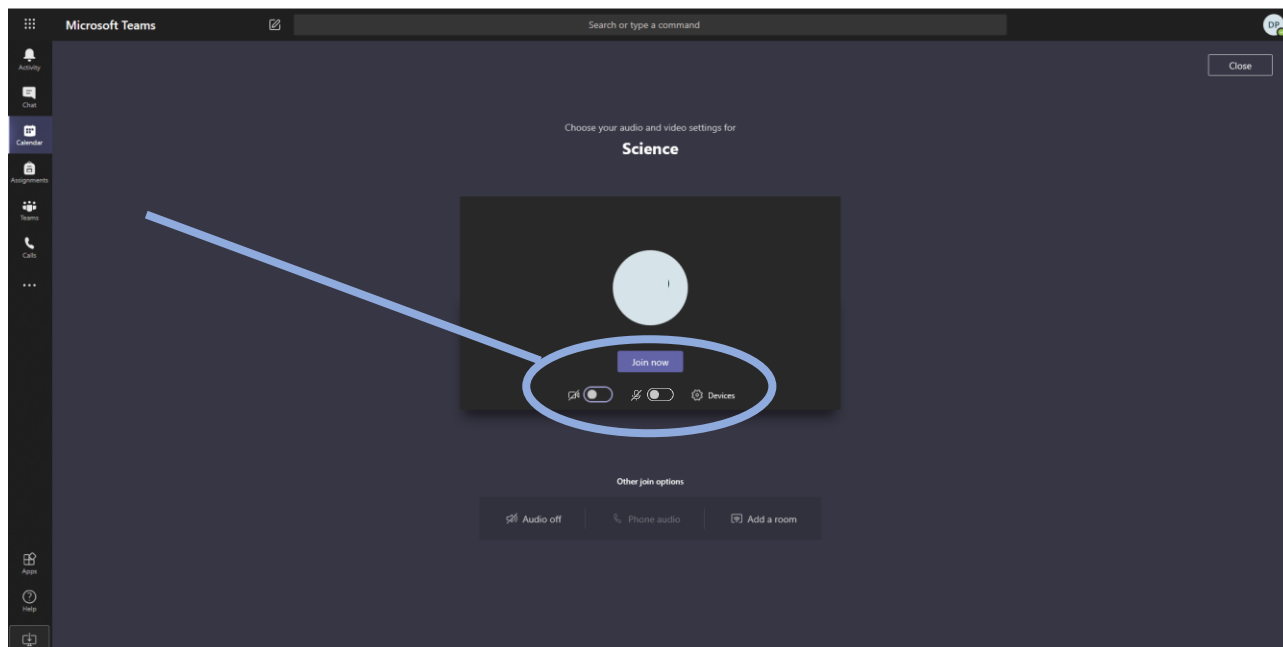
2. Once you have opened Teams you will need to go to the calendar section by selecting the icon:



Teachers will have invited you to all lessons and your calendar will automatically be populated when they do. Simply select the lesson you need to join by clicking on it. The word 'Join' will appear in a blue box, when once the lesson is ready to access and you can simply click to join.

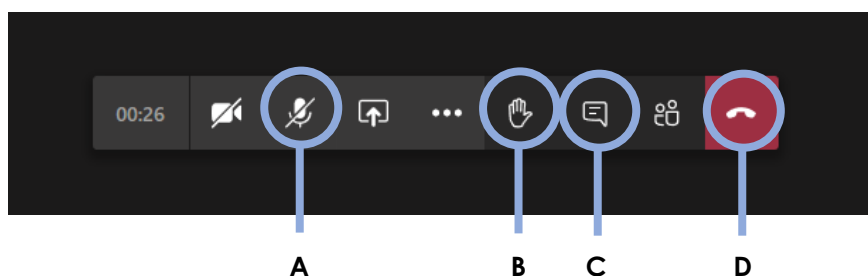


3. Once you have selected to 'Join' a lesson you will see the screen below. Make sure that the camera is off and the microphone is muted. When you are happy that you are ready then select 'Join now' by clicking the blue rectangle.



4. You will now have joined the lesson. At the start of every lesson you will see a reminder of the student protocol which your teacher will discuss with you. It is important that you follow the rules and any failure to do so will result in the usual behaviour policy being applied. A yellow card will result in you being ejected from the lesson. Please read the student protocol on the next page carefully before we begin lessons on Monday 8th June.

5. When you are in a lesson you will see the tool bar below in the middle of your screen:



The key tools for you to be aware of are:

- A** – Microphone mute/unmute. This will be required if you are invited to speak in the lesson.
- B** – Hand up. This is the button to press if you have a question or would like to contribute.
- C** – Chat. This will enable you to write a response or a question to your teacher/the class.
- D** – Hang up. At the end of the lesson use this button to leave. You can then join another lesson.

Further advice and guidance

Go to SMC Study for a how-to video on accessing and using Teams:

<https://smc23.sharepoint.com/sites/SMCStudy/SitePages/Support,-Advice-and-Guidance.aspx>

If you have any technical issues with using Teams please log them with the helpdesk using your school email helpdesk@smchull.org



Live learning through Microsoft Teams: **Student Expectations**

Year 10 / 12 lessons will be delivered through Microsoft Teams, to ensure that you get the most out of each lesson can you make sure that you carefully read and follow this guidance:

1. Ensure that you are dressed appropriately and that you are in an appropriate location to learn without any distractions
2. Registers of attendance will be taken, if you are unable to attend email your teacher and Year team in advance
3. You will need to be ready to start your lesson at least 5 minutes before the scheduled time, if you arrive to the lesson after 5 minutes you will be given a late mark on the register and it will be logged
4. Have any materials for the lesson with you
5. Have Teams open on your computer. Go to the calendar and you will see the lessons for each day populated. Click on the appropriate lesson and select 'Join'.
6. Wherever possible, use a device with a larger screen. Smartphones are fine but the smaller screen size will make reading/seeing lesson content more challenging

During the lesson:

1. Be aware that your teacher will be recording your lesson through MS Teams. This recording will not be shared publicly but is being taken to ensure the safety of all concerned
2. Follow instructions from your teacher in the same way that you would do normally for example the Classroom Code or the Sixth Form Lesson protocol
3. During the lesson please mute your microphone if you are not speaking and ensure your camera remains switched off
4. If you need to ask a question then indicate by using the 'hand up icon', your teacher will see and acknowledge this
5. Always speak slowly and clearly, use appropriate language as you would be expected to do in a lesson
6. Remember that your teacher has a timetable to follow too – lessons will last 55 minutes to allow for both you and your teacher to transition between lessons comfortably.
7. If you do not follow the classroom code / sixth form protocol we will be operating our normal behaviour system and ultimately you will be ejected from the session. All such events will be logged as they are when you are on-site.

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