



# WILLIAM FARR

C of E Comprehensive School

Our ref: SVE/TA

19 June 2020

Dear Parent/Guardian

## Microsoft Teams

I am writing to update you on how we intend to supplement our remote learning provision for Key Stage 3 students over the coming weeks. Following recent updates from Microsoft, we are now, like some other secondary schools in the local authority, in a position to begin some virtual sessions using Microsoft Teams for students in Key Stage 3. Initially, this will begin with welfare checks using sessions with tutors, before moving onto subject-specific support in the core subjects of English, Mathematics and Science.

Microsoft Teams is an online platform, linked to Office 365, which can be used for online conferencing. It can be accessed from the internet or through the Microsoft Teams App. As the system works on the basis of school email addresses and is part of our ICT provision, we already have your permission for your child to access it and will assume your consent for your child to take part in these sessions. However, attendance at these sessions is not compulsory and if you have any concerns or do not wish your child to take part, then please let us know by emailing the school account: [wfarr@williamfarr.lincs.sch.uk](mailto:wfarr@williamfarr.lincs.sch.uk).

The sessions that we will run will be discussion groups led by staff where students are invited to join using video and audio streams. Students will be able to use their microphones or webcams to participate in these sessions. Sessions may be recorded with all recordings stored for 20 days and held on Microsoft Teams only.

Students will be contacted by staff and invited to sessions via the VLE. For the core subjects, these sessions will fit in with the revised Key Stage 3 timetables, with students joining in half classes and staff delivering a session to each half of the class within the hour lesson. A task will be set prior to the session and staff will use the session to go through the task and answer questions about work from during the closure or about what is coming up next. It is anticipated that Key Stage 3 students will have contacts with tutors weekly and with the core subjects on a rotation with two sessions per week.

It is essential that Microsoft Teams is used appropriately. We ask that students who participate in these sessions follow these rules to ensure the safeguarding of all involved:

- Students should have their microphones on mute and their camera switched off throughout the session unless they are invited to contribute by the staff member in the question-and-answer sessions.
- Students who would prefer to keep their camera off throughout the session are fine to do so.
- Students should use the 'hand up' function to signal if they wish to ask a question and wait to be invited to ask. They may ask their question either verbally or by typing into the chat function.
- Parents and carers may be present during the session, but other children or friends should not be.
- Students should ideally join the session from a communal area and should use the function to blur the background. If they can only join from a bedroom, then they should use audio only.
- Students are to be dressed appropriately as they would for a non-uniform day.
- Language used in the session (including the chat function) should be appropriate for lessons. This includes any family members who may be in the background.
- A session will require a minimum of two students to attend in order to run.

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- All of the normal school rules apply during the session and failure to abide by these rules will result in dismissal from the session.

Following a trial with Year 7 this week, Year 8 and 9 students will be invited to a tutor session next week and the core subject sessions are due to begin the following week. Details on the timings of sessions will be sent via VLE tasks, along with details of any work that needs to be completed ready for the session. The WFS Teams Guide for Students, included with this letter, gives details on how to join the session and how to use some of the basic functions.

There will inevitably be some issues with the broadband connections of some of the staff delivering sessions when working from home. Many staff are also new to Microsoft Teams and we ask that you bear with us as we become more familiar with delivering these sessions. Our approach will be regularly reviewed with any changes being made as required.

We appreciate that the remote learning has been difficult for many students and parents. We also understand the difficulty of keeping up with the work where families are sharing IT facilities. As long as students are doing the best, given their individual circumstances, we cannot ask any more. We hope that this additional contact will help students, both with their welfare and by encouraging them to stay engaged with their studies.

We are concerned that some students are not engaging with work in the way that we would like and that parents may not be aware that this is the case. Parents can monitor their child's VLE account and see where tasks have not been completed. Where a task has been marked as completed, but the work not submitted, there will be a comment on the task from the member of staff. We encourage all parents to monitor their child's VLE account to see where they are up to with the work being set by staff. Information about the VLE app for parents can be found on the school website at: <http://www.williamfarr.lincs.sch.uk/information>

I would like to again thank parents for their support during this period. We understand that the remote learning is not the same as being in a classroom and we hope that these latest measures will help support parents and students for the remainder of this academic year.

Yours faithfully

**Mr S Ellis**  
**Deputy Headteacher**

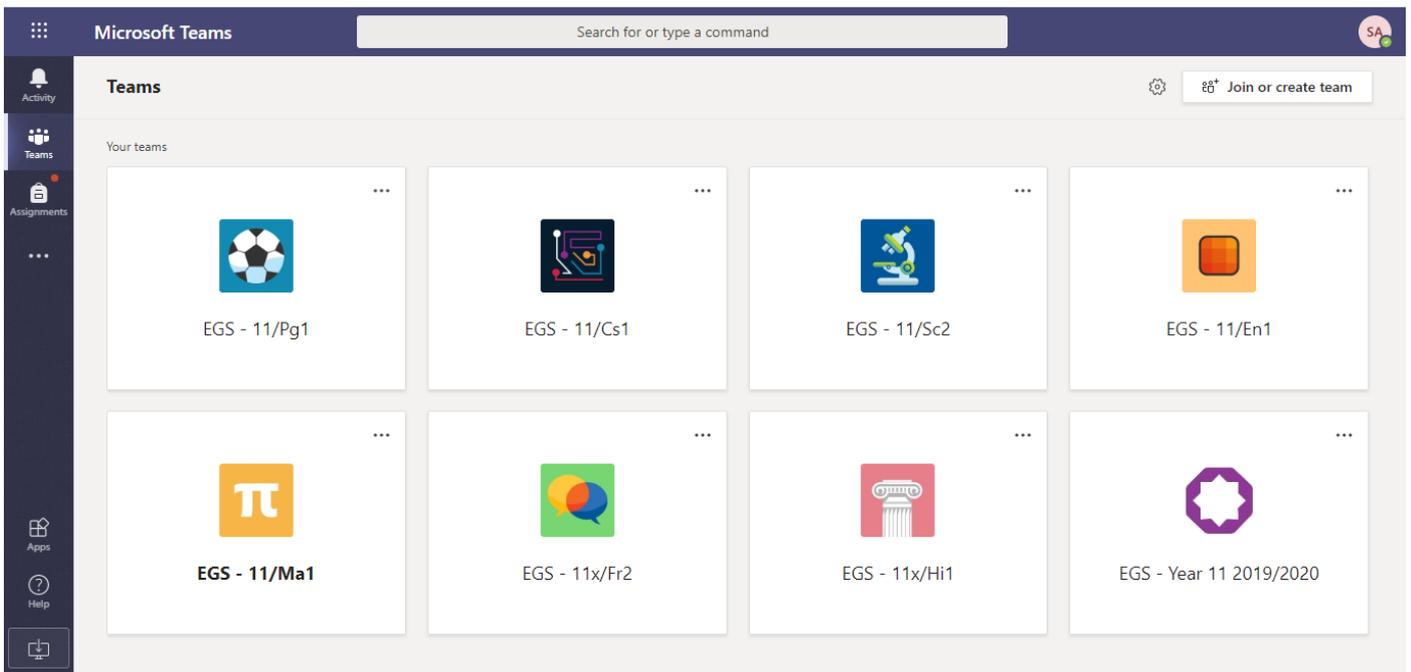


## Microsoft Teams – How to Login

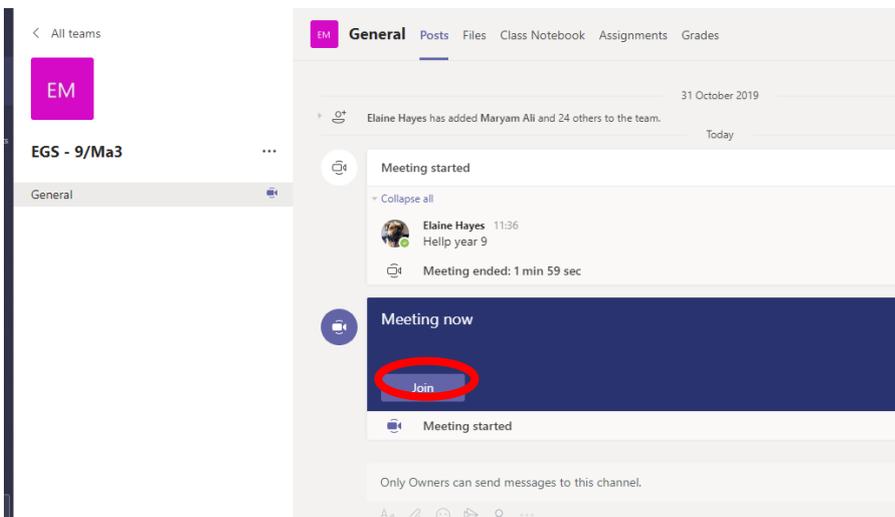
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to <http://teams.microsoft.com/>

Click sign in and sign in with your full school email address. E.g. [username@williamfarr.lincs.sch.uk](mailto:username@williamfarr.lincs.sch.uk) and then your password (the one you use to get on the VLE and for your emails)

You should now see any Teams that your teachers have set you up for you.



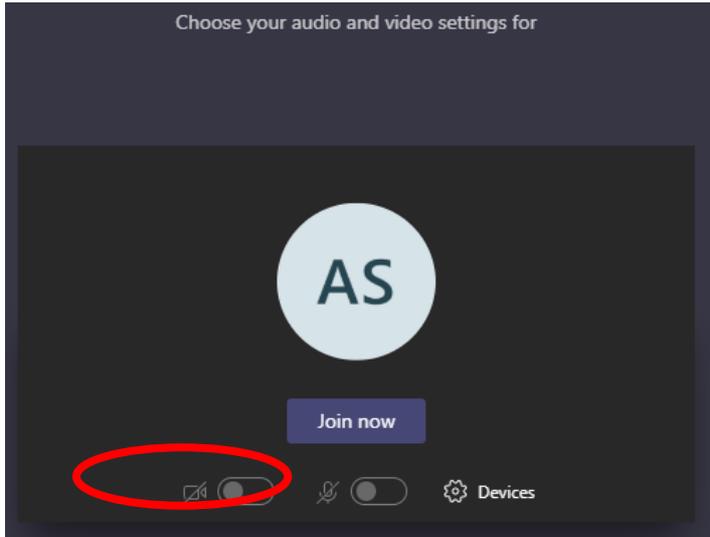
## Teams – Joining a Virtual Classroom – Student



If your teacher has started a virtual classroom, you will see a blue notification in your Team.

Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button shown by the red circle

in the picture.

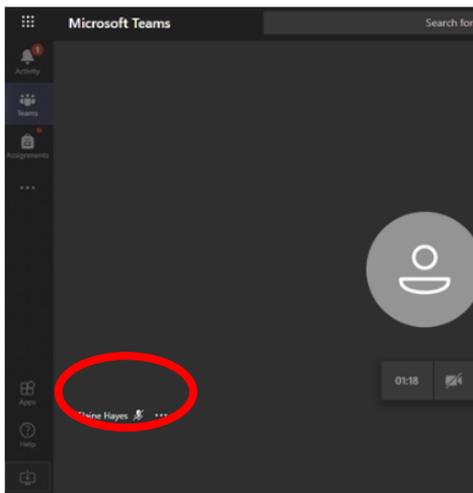


The red circle shows you the camera function. If your teacher may have told you to not to use this, it must be off.

Keep your microphone on, unless your teacher has asked you to keep your microphone off when you aren't saying anything.

Turn the microphone on if need to ask a question or talk to your teacher.

If you are using the video camera, you should blur your background:



Click the three dots in the bottom toolbar shown by the red circle.

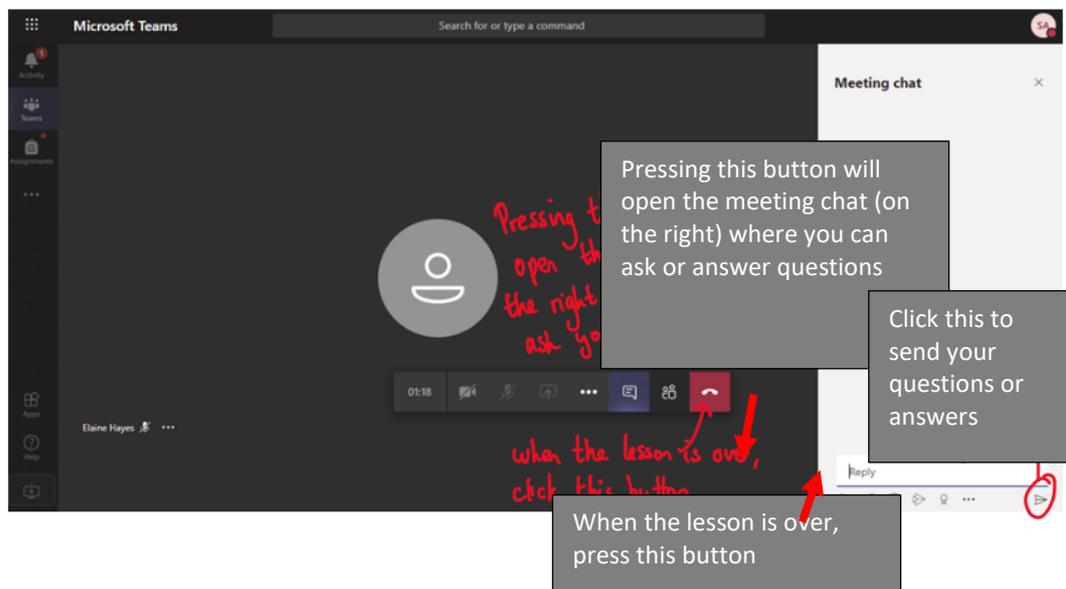
If your camera is already on there should be a "blur background" option. Click this.

If your camera is not on, it will say "start camera with blurred background" option.

Click this and your background will be blurred.

You can ask also a question, or answer one, using the chat function (see this picture below)

The chat is kept after the lesson is over, so your teacher can see what you put there.



*Pressing to open the right ask go*

Pressing this button will open the meeting chat (on the right) where you can ask or answer questions

Click this to send your questions or answers

*when the lesson is over, click this button*

When the lesson is over, press this button





- **Rules for Live-Streaming sessions:**

- 1. For live-streamed sessions, you should **only** use the Microsoft Teams platform.
  2. The School's Acceptable Use Policy still applies.
  3. The School will be monitoring live-streamed sessions.
  4. You can choose to join via audio only.
  5. You should be appropriately dressed i.e. as you would be dressed as on a standard non-uniform day. (Pyjamas are not appropriate dress!)
  6. You should be joining the meeting from a communal area in your home wherever possible, like a lounge or study – NOT your bedroom. If you can only join from a bedroom then you should join in **audio only**.
  7. A session can only go ahead if there are TWO or more students participating.
  8. Details of the planned session will be shared with ALL of your class and with enough time for you to arrange to join it.
  9. You cannot join the session until 5 minutes before the start.
  10. Normal classroom expectations with regard to language and behaviour apply.
  11. You will need to mute yourself during the session unless your teacher has asked you a question, or you want to ask something. You can also use the chat to ask or answer questions, and this will be kept so your teacher can see what has been asked.
  12. If you disrupt the session, you will be muted or disconnected by the teacher; if you disrupt a session again, the teacher may exclude you from future sessions.