

12 November 2020

Dear parent/carer

### **Important COVID-19 information**

We have been advised by Public Health England that a member of our Academy community has been positively confirmed as having contracted COVID-19.

You were contacted today and informed that, in response, we need to ask some Year 7 students to self-isolate, as they have been in contact with this individual. This means **your child should not physically attend the Academy and should self-isolate until Wednesday 25 November**. Their return date to school will be Thursday 26 November. Anyone else living in the same household does not need to self-isolate UNLESS someone in your household displays Covid-19 symptoms.

**You do not need to get your child tested for Covid-19 unless they display symptoms.**

### **Learning provision for students**

All lessons will move online using Microsoft Teams. Your child can join their live lessons by looking at their online calendar in Teams. Your child has had full training on how to access and take part in online lessons during tutor time and attached to this letter is a full guide on how to access online lessons. Lesson attendance will be taken as normal. If you need any further support with this please do not hesitate to contact the Academy. For full guidance on online lessons please see our website page:

<https://www.dukeries.atrust.org.uk/page/?title=Home+Learning&pid=104>

### **Free school meals**

If your child is entitled to free school meals you can collect a packed lunch from the reception at 11.30am

We know that you may find this concerning, but we are continuing to monitor the situation and are working closely with Public Health England. The remainder of this provides advice on how to support your child. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

### **What to do if your child develops symptoms of COVID-19**

If your child develops symptoms of COVID-19, they must not come into the Academy and should remain at home for at least **10 days** from the date when their symptoms appeared – this may mean they have to stay at home beyond 26 November 2020. Anyone with symptoms should seek a test and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

All other household members who remain well, must stay at home and not leave the house for 14 days. This includes anyone in your 'Support Bubble'.

Further information is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The 14-day period starts from the day when the first person in the house became ill.

Household members should not go to work, childcare setting, school, college or public areas and exercise should be taken within the home only.

If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

### **Symptoms**

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

**For most people, coronavirus (COVID-19) will be a mild illness.**

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

### **How to stop COVID-19 spreading**

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

*Do*

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

### **Further Information**

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

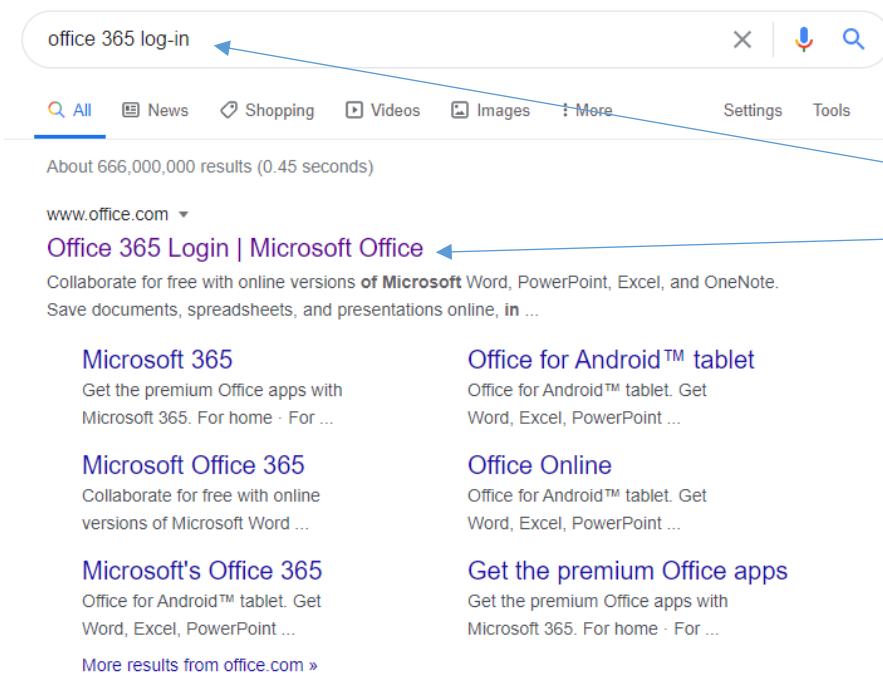


Mr Ged Rae  
**Principal**

## Parent and Student Guide for Accessing Live Lessons in Microsoft Teams

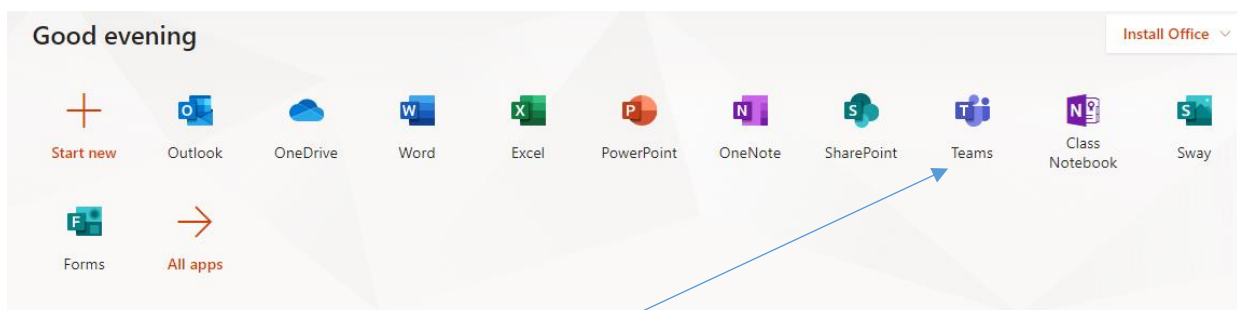
Welcome to this guide, designed to support our parents, carers and our students in accessing Live Lessons through Microsoft Teams. Please use the following series of instructions to support your child in attending their Live Lessons.

1. It is really important that you log-in to Microsoft Teams using your **academy email** account. No other email address will allow you to access your lessons.



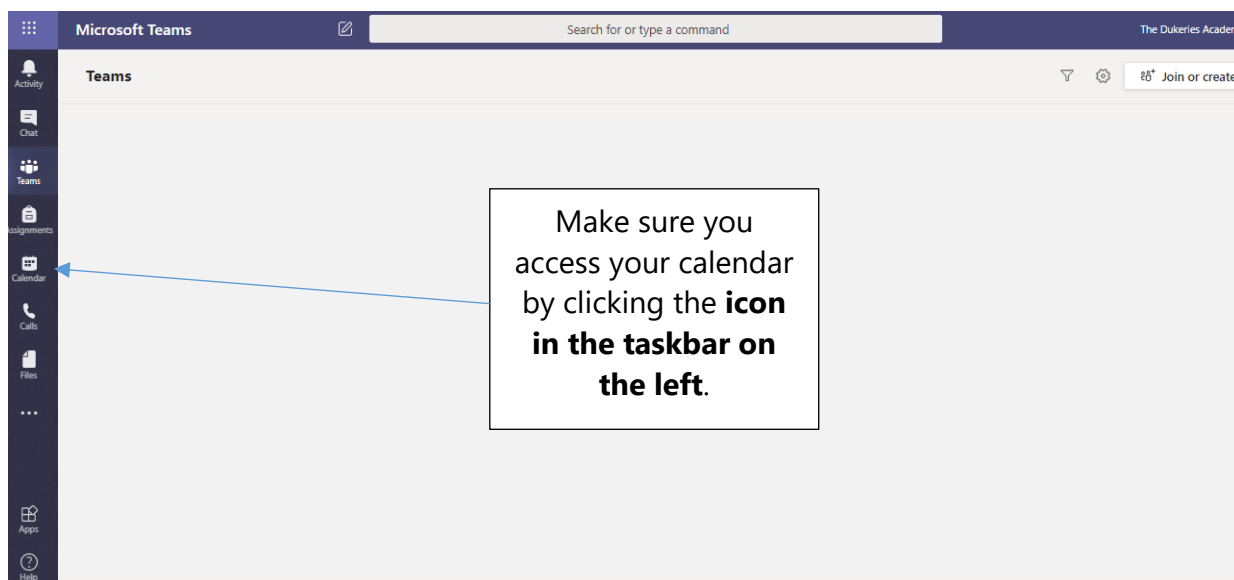
Firstly, in your web browser, **search for: "Office 365 log-in"** and click the link, which will allow you to log-in. Once logged in for the first time, you may wish to **download the desktop app.**

2. You then need to log-in using your **academy email credentials**. Use your academy username and password to log-in. You will be taken to the screen

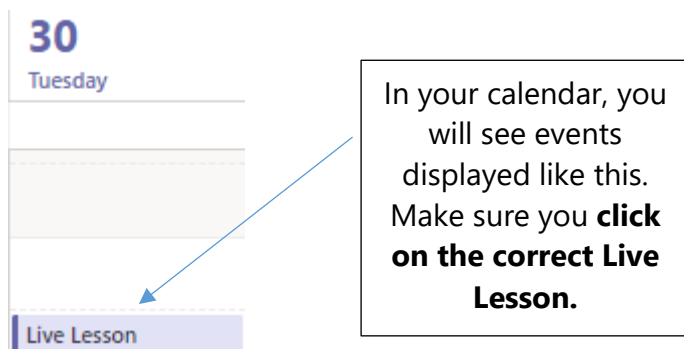


From this point, you will need to click on the **Teams icon**, in order to access your Live Lessons.

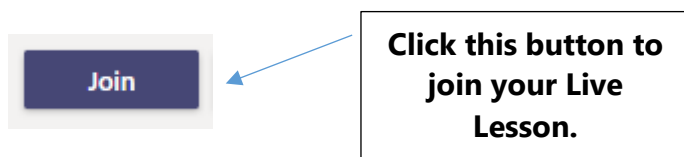
3. You will then see a **Home Page**. Your classes may appear in this area, and you may be able to access these to see lesson resources, such as PowerPoints and other materials. To access your Live Lesson, you need to find the **Calendar icon**, which is shown below:



4. You will then need to select the correct event in your calendar. Make sure you have checked that you are attending the correct Live Lesson.

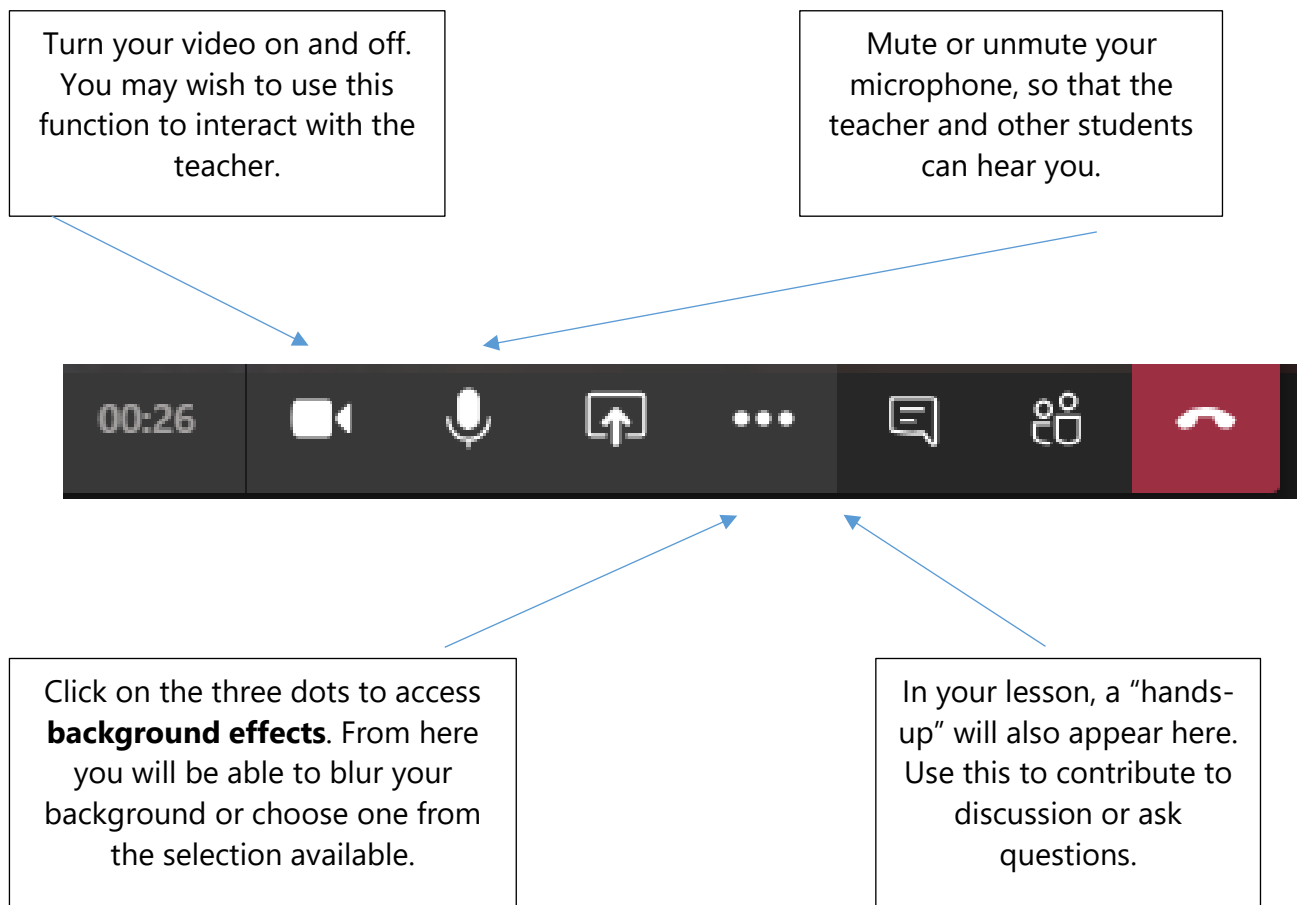


5. You will then need to click "Join", which is a button **located in the top right-hand corner of the screen**. This will allow you to join your lesson. Your teacher will then give you access to your Live Lesson.



6. Once in your lesson, there are some functions that you will need to know how to use. They are all displayed on a useful task bar. You can access this by **hovering your mouse in the centre of the screen**. All of these features are explained below and they include:

- a) How to mute or unmute your microphone
- b) How to turn your video off and on
- c) How to use "hands-up"
- d) How to use the lesson "Chat"
- e) How to blur your background or select an official Teams background



## Student Conduct and Acceptable Use for Live Teams Lessons Online

This student code of conduct and acceptable use exists in addition to our usual expectations in order to provide rules as to how students should conduct themselves during live Teams online lessons when learning from home.

In keeping with our high standards of behaviour during classroom lessons, all students are expected to be polite and fully focused on their work if they participate in a live lesson in Microsoft Teams.

**Please note:** The lesson will be recorded by the teacher leading it for the purposes of:

- Enabling those unable to join to be able to access the content at a later date
- Ensuring that staff and students are safeguarded.
- The recording will be stored by the academy until the end of **July 2021**.
- By clicking on any link in order to join a session you are giving your **explicit consent** to the recording of the session and the storage of the recording.

**If you choose to have your camera enabled, your background must either be blurred using the “blur” function or a Microsoft Teams background must be selected.** The teacher will be visible to all if they choose, or it may be that they use audio only, as they talk over resources.

Students need to join online **using their Academy email account** (clicking on the invite). Students are expected to follow the clear rules below, in order to make learning as effective as possible.

- 1) Punctuality is important as it supports your learning and the learning of others in your “Live” classes. Aim to be ready to learn *before* the start of lessons, so you and your teachers can make the most of each live online lesson, and ensure that the technology is working. **Students should be waiting to “join” their lesson 10 minutes before the scheduled start time.**
- 2) If you add a profile picture, this must be sensible and acceptable to staff.
- 3) Students should ensure they are in a quiet location with no music or background noise (if this is going to be difficult, please let your teacher know as soon as you can).

- 4) Students should reply to the teacher when asked. The teacher will direct you to either: reply in the meeting "chat" or give an answer using your microphone. When using the meeting "chat" only formal language must be used.
- 5) Students should only comment on the learning taking place. Students may only share work documents – no other material.
- 6) Students should be respectful in how they word their comments throughout the lesson. Especially any comments written in the meeting "chat".
- 7) Students should be paying full attention throughout the teacher's explanations so that they can then go on to complete independent practice.
- 8) No communicating between students (on any other messaging services outside Teams) should be happening during the online lesson.
- 9) To ask a question, all students should use the "hands up" function within Teams.
- 10) Any work set before the lesson (especially related to Home Learning) should be completed and/or submitted.
- 11) It is essential that everyone attends their live online lessons as scheduled, whenever possible, and then submit work for the deadlines that are set. If a lesson cannot be attended, students should inform their teacher in advance where possible. If lessons are missed, students should catch up on work, remembering that their teachers will offer help and support as necessary. **The Academy will follow their usual attendance procedures if students do not attend scheduled live lessons.**

If any students' online behaviour is unacceptable, then the teacher may mute or remove them from the session. If this happens, students should **not** unmute themselves or re-join the session unless the teacher has invited them to do so. Any muted/removed student who ignores these restrictions may then be removed from the class register by the teacher so that they **cannot** re-join until the teacher or Pastoral Leader has discussed the matter with their parents/carers and, if necessary, appropriate sanctions have been put in place.

If any unkind behaviour stems from students commenting on any aspect of the online lesson afterwards (including classmates' contributions to the lesson), then parents/carers will be contacted to discuss the appropriate sanction.

Sessions will be recorded for other members of the class to see later on if they were unavailable during the live slot. However, students must not take screenshots or record any part of the lesson via a photograph or video. Serious consequences may result if this rule is disobeyed. **Please note: Any screenshots or recording of other students or members of staff will be regarded as a breach of data protection regulation guidelines.**