

Wednesday 13<sup>th</sup> January 2021

Dear Parents / Carers,

**Re: Live sessions and lessons using Microsoft Teams**



From Monday 18<sup>th</sup> January, we are keen to roll out some elements of live interaction through teacher-led sessions and learning activities using a platform called Microsoft Teams, an online conferencing program that all pupils now have access to through a school log in to Microsoft 365.

Further details, and a timetable for your child's live sessions, will be sent out on Friday 15<sup>th</sup> January, along with a guide showing how to use Microsoft Teams to access and participate in the live sessions. We appreciate, particularly for younger children, that this will require a lot of parental involvement to set up and operate. We are offering the live sessions to our children who are learning at home, however the sessions are optional and you can choose which sessions to join. The live sessions will also be broadcast to children learning in school.

In order to ensure that these sessions are effective, you will need to help your child with the following:

- Install the Microsoft Teams app on your device <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> This is available for desktop PCs and for mobile devices, including Smartphones and tablets.
- Log in to the app using your child's school email address and log in details.

**Your child's email address is contained in the Bromcom message sent with this letter.**

**Your child's password is: HCPjan21 (This is case sensitive).**

- Your child will then be able to access their Team and join scheduled live sessions. Further instructions will follow on Friday.

For many children, and some staff members, this is a new experience and we expect there may be some 'teething problems'. Clearly we want these sessions to help support your child, but we are also mindful of ensuring that they are safe and secure for children and staff.

Therefore the following rules are hugely important:

- Children must have their microphone switched off at the start of the session. Microphones can be unmuted (switched on) very easily if necessary.
- Children can have their camera on, or switch their camera off. This is easy to do within the Microsoft Teams app.
- Any questions children may have can be addressed within the "Chat" function of Teams - all messages must be appropriate, sensible and related to learning. The "chat" function may not be checked until after the session.

Head of School (Primary Phase): Paul Jones Head of School (Secondary Phase): John Gilligan

Executive Headteacher: Helen Price

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Staff may record the live sessions, in order for them to be shared with children who are not able to join the session live. By joining the session, you are consenting to the session being recorded. This will only be shared with other children and parents in your child's year group. If you do not wish for your child to be seen in the recorded session, please switch off their camera for the duration of the live session.

Any breach of the rules above will lead to a child being removed from the session and potentially banned from participating in future sessions. We hope these sessions are beneficial to all and will run smoothly, however with technology anything is possible! We want the rules to be clear to all - staff have similar protocols to follow.

If you have any questions or queries, please do not hesitate to contact us at school. Queries about remote learning should be directed to the year group email accounts in the first instance; any other queries should be directed to the school office via telephone 01733 246821 or email [primary@hamptoncollege.org.uk](mailto:primary@hamptoncollege.org.uk). At this time, please can we ask that visits to the school office in person are for essential purposes only.

Yours sincerely,



Mr P Jones  
**Head of School (Primary)**