26th June 2020

Dear students,

We are really looking forward to having you in next week for small group lessons.

For Year 10 and Year 12 students we are starting learning sessions on MS Teams. You will have been given a guide sheet by your Pastoral Leader on how to access MS Teams using your school outlook account.

It is important that you check your school emails every day as this will help you know when your teacher has organized the session for. A timetable for the final three weeks will be shared today. If you need help with how to use MS Teams once you have got into it using your outlook account, then I would suggest watching this video and this second video too.

We expect you to join your scheduled lessons. They have been organised to ensure you can make progress and we will follow up on non-attendance.

Expectations
To ensure all students can learn as much as possible and to engage with their teammates and teachers in a safe and positive manner, INA students are expected to follow the expectations below when taking part in Teams lessons.

Video turned off.
You are online to learn from your teacher who may share important information on the screen. You should only be able to see your teacher if their video is on and any information they share.

Microphone turned off.
Any noises will interfere with the quality of the recording. Your teacher may ask you to turn on your microphone. If you are asked to speak, do so loudly and politely.

Do not post in the chat unless you are asked to do so.
  • Your teacher will ask you to register your attendance by typing hello and will let you know when it is appropriate to ask any questions. Do not post any images into the chat.
  • You must not use the chat function to have conversations with your friends. Just as when you are in school, we expect you to listen to the teacher and to follow their instructions.
  • If your teacher does ask you to contribute to the chat, you must ensure you are kind and polite in the language you use, both to your teachers and your peers.
I want to share some safeguarding points around MS Teams:

- *Teachers will never ask to chat 1 to 1 unless this has been agreed and organised with parents in advance*
- *Teachers will never schedule a lesson outside normal school hours*
- *Teachers and students are expected to always use professional language*
- *Sessions will always be recorded by the teacher and all chat history is preserved*
- *The video function will not be used*
- *Lessons will always be organised in advance*
- *Students will not be asked to share personal details e.g. phone number*
- *If students are ill or indisposed (unable to work due to family situation etc.) then the staff member should be informed in advance*

If you do not feel comfortable with something that has happened in one of your online lessons then please let us know by emailing safeguarding@isaacnewtonacademy.org

We are really looking forward to running these sessions and we can’t wait to see you in school for your small group learning sessions!

With best wishes,

**Ms Alibhai**  
Senior Vice Principal  
Isaac Newton Academy