

September 2021

Dear Parent/Carers

**RE: Remote Learning- Live Lessons via Microsoft Teams**

We are keen to take time at the beginning of this academic year to remind all parent/carers and students about our online learning strategy should your child be required to self-isolate in accordance with COVID-19 guidance. Firstly though, a reminder of the government's guidance pertaining to self-isolation:

- If your child has symptoms of COVID-19, they should self-isolate and arrange to take a PCR test.
- If the result is negative, they can return to the academy. If the result is positive, they should continue to self-isolate in line with NHS guidance;
- If your child returns a positive Lateral Flow Device test result, they should self-isolate and arrange to take a PCR test. If the PCR test is taken within 2 days of the positive Lateral Flow Device test, and is negative, it overrides the self-test and your child can return to the academy. This is as long as they do not have symptoms of COVID-19;
- Students are not required to self-isolate if they live in the same household as someone with COVID-19 or are identified as a close contact. Instead, they will be contacted by NHS Test and Trace and advised to take a PCR test. During this period of time, students are expected to continue to attend the academy.

In the event of your child having to self-isolate from the academy, and if they are well enough to do so, it remains our expectation that your child attends live lessons through Microsoft Teams. It is the case that students will only be permitted to access online lessons if they:

- Are required to self-isolate due to Covid-19
- Have tested positive for Covid-19 and are well enough to join online lessons from home

Your child should follow their normal timetable whilst working remotely; the school day is outlined below. It is, however, the case that students will not be required to access their core PE lesson, instead they should complete a PE assignment which will be posted on Microsoft Teams.



	Monday		Tuesday		Wednesday		Thursday		Friday	
08:25	Gates Open		Gates Open		Gates Open		Gates Open		Gates Open	
08:25 - 08:40	Pre-Form		Pre-Form		Pre-Form		Pre-Form		Pre-Form	
08:40 - 09:10	Tutor Time & Registration		Tutor Time & Registration		Tutor Time & Registration		Tutor Time & Registration		Tutor Time & Registration	
09:10 - 10:10	Period 1		Period 1		Period 1		Period 1		Period 1	
10:10 - 11:30	Break A KS3 (10:10 - 10:30)	Period 2a KS4 (10:10 - 11:10)	Break A KS3 (10:10 - 10:30)	Period 2a KS4 (10:10 - 11:10)	Break A KS3 (10:10 - 10:30)	Period 2a KS4 (10:10 - 11:10)	Break A KS3 (10:10 - 10:30)	Period 2a KS4 (10:10 - 11:10)	Break A KS3 (10:10 - 10:30)	Period 2a KS4 (10:10 - 11:10)
	Period 2b KS3 (10:30 - 11:30)	Break B KS4 (11:10 - 11:30)	Period 2b KS3 (10:30 - 11:30)	Break B KS4 (11:10 - 11:30)	Period 2b KS3 (10:30 - 11:30)	Break B KS4 (11:10 - 11:30)	Period 2b KS3 (10:30 - 11:30)	Break B KS4 (11:10 - 11:30)	Period 2b KS3 (10:30 - 11:30)	Break B KS4 (11:10 - 11:30)
11:30 - 12:30	Period 3		Period 3		Period 3		Period 3		Period 3	
12:30 - 14:00	Lunch A KS3 (12:30 - 13:00)	Period 4a KS4 (12:30 - 13:30)	Lunch A KS3 (12:30 - 13:00)	Period 4a KS4 (12:30 - 13:30)	Lunch A KS3 (12:30 - 13:00)	Period 4a KS4 (12:30 - 13:30)	Lunch A KS3 (12:30 - 13:00)	Period 4a KS4 (12:30 - 13:30)	Lunch A KS3 (12:30 - 13:00)	Period 4a KS4 (12:30 - 13:30)
	Period 4b KS3 (13:00 - 14:00)	Break B KS4 (13:30 - 14:00)	Period 4b KS3 (13:00 - 14:00)	Break B KS4 (13:30 - 14:00)	Period 4b KS3 (13:00 - 14:00)	Break B KS4 (13:30 - 14:00)	Period 4b KS3 (13:00 - 14:00)	Break B KS4 (13:30 - 14:00)	Period 4b KS3 (13:00 - 14:00)	Break B KS4 (13:30 - 14:00)
14:00 - 15:00	Period 5		Period 5		Period 5		Period 5		Period 5	

Please be aware that your child's subject teachers will also be teaching within the academy, therefore, live lessons will start 5 minutes into each lesson which will also enable your child to engage in a screen break.

It is important to remind all parent/carers and students that to access Microsoft Teams all parties must be in agreement with our Acceptable Usage Agreement which is outlined below. Failure to follow this may result in students not being able to access live lessons in the future.

### Students agree to:

- Be punctual for all live-streamed lessons/sessions
- Show respect for everyone in the online classroom
- Dress appropriately for all online live-streamed lessons (academy uniform is not required)
- Ensure the location they log in from is appropriate for them to learn from
- Ensure that the video camera is switched off and that students are on mute as they enter the virtual classroom
- Seek to contribute to the lesson/session in a positive manner via the chat bar function
- Follow the Academy's Positive Discipline and Behaviour Policy as if attending a lesson in person within the academy
- Not record or share images of the lesson

### Parents/carers agree to:

- Consent to their child accessing online live-streamed lessons using an appropriate device
- Consent to the use of the academy's Positive Discipline and Behaviour Policy as if their child is attending a lesson in person within the academy
- Ensure their child is dressed appropriately (academy uniform is not required)
- Any additional costs which could be incurred if a mobile phone is used to access the lessons due to mobile data charges
- All lessons being recorded
- Contact the academy without delay regarding any area of concern

Included within this letter is a 'How to Guide' to support your child in accessing live lessons through Microsoft teams. Please also note that in order to access live lessons your child must log in using their John Smeaton Academy username and their academy password.

Should you require any further support, please do not hesitate to contact your child's pastoral team in the first instance.

Thank you in advance of your continued support.



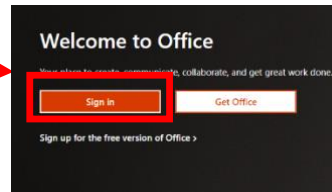
Mr M Cornfoot  
TGAT Partnership Director

## Student Guide to using Microsoft Teams

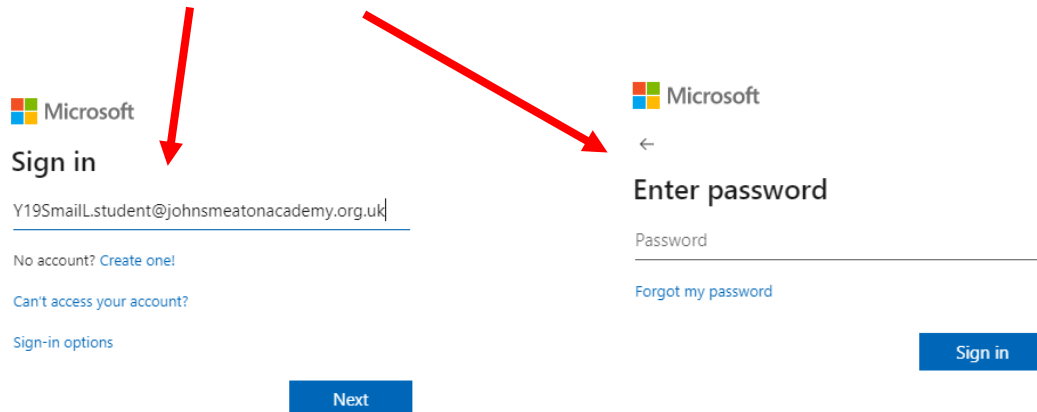
### Logging into Microsoft Teams:

- If you are using a laptop/computer, log in through an internet browser (Google).
- If you are using a mobile phone, download the free Microsoft Teams app.

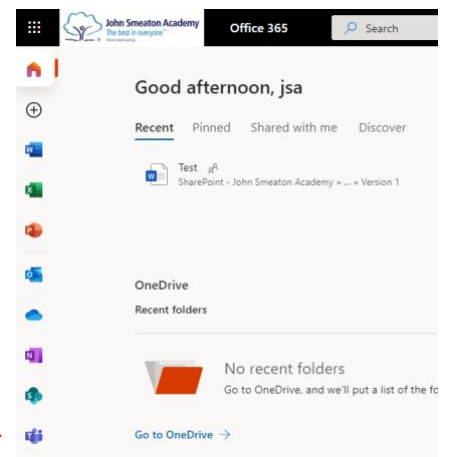
1. Go to [www.office.com](http://www.office.com) and click sign in.



2. Sign in with your JSA Email and Password.



3. Click on the 'Microsoft Teams' icon at the left-hand side.

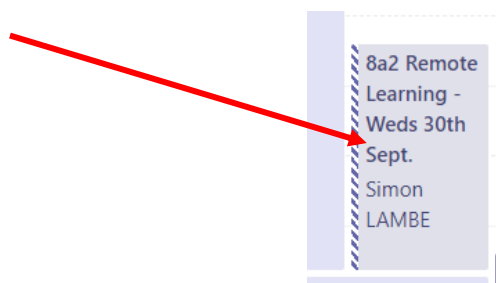


**How to join a Hybrid Lesson, from home:**

1. Click on the 'Calendar' icon at the left.



2. Next to your timetabled lesson, there will be a Teams invite from your teacher. Click on the invite.



3. Click on the 'Join' button.

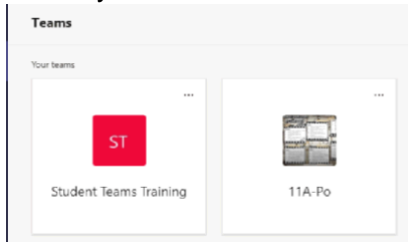


***Remember to have your camera and microphone turned off.***

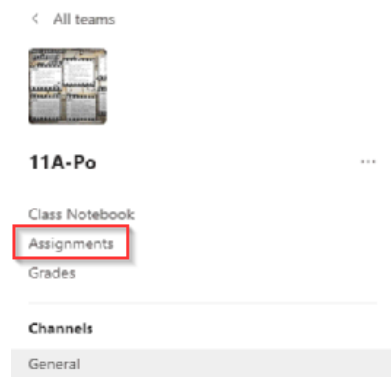
**Practical Subjects:**

If your lesson is PE (or a practical lesson, such as Food Technology) you will be set an Assignment on Microsoft Teams to complete. To access the Assignment, and 'hand in' your completed work, please follow the instructions below:

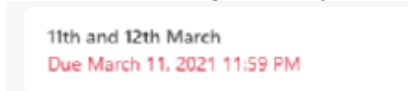
1. Open 'Teams' or navigate to [www.office.com](http://www.office.com) and select 'Teams'.
2. Select your class from the list of teams shown.



3. On the left-hand pane, select the 'Assignments' tab.



4. Select the 'Assignment' you are working on/uploading work for.



5. Select the 'Attach' option to upload work or click 'New' to work on this file in the web applications for Office.



6. Select 'Turn in', once your work is completed. This will display as 'Turn in late' if the deadline for submission has passed (see below).

