



19 June 2020

Dear Parent/Carer

Over the last few weeks, we have been working to implement some online 'live streaming' lessons for students to supplement their online learning. Following the development of protocols, staff training, and testing, we have trialled some lessons in school this week with year 10 and year 12 students. I am now very pleased to be able to inform you that from Monday 22 June we will be providing some 'live' lessons online to Key Stage 3 students at home.

Lessons will be delivered using Microsoft Teams which is an online communication platform that is available to our students and staff through the school network. Access is gained through school username and passwords. As part of our lesson protocols, all live lessons will be recorded and saved to another secure part of our network, Microsoft Stream. This is a video sharing platform that is organised into class groups and has restricted access so that only members of that class can open it. The link below gives more details:

<https://support.office.com/en-gb/article/distance-learning-with-office-365-guidance-forparents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

Our main focus will be to provide some online lessons for students in year 7, 8 & 9 in the core subjects of English, Maths and Science. These lessons will last up to an hour each and are in addition to the online learning that will continue as the main form of education for your child this term. The proposed lesson schedule attached with this letter shows that each class in year 7 and 8 should get one English, one Maths, and two Science lessons on Teams, and each class in year 9 should get 2 English, 2 Maths and 3 Science lessons on Teams. However, **lessons may be subject to change or cancellation if staff become ill**. The staffing and exact timings of the Science lessons for the second and third week are not yet finalised and we will send you further details of those as soon as they are.

For any planned online lesson, students will receive an invitation via their school email which gives them a direct link to join. Teachers will aim to send an email invitation 24 hours prior to the lesson. Students will be able to join the lesson through a computer, tablet, or mobile phone. They can access it through on the internet or through the app, if they download it.

We will be emailing students some more user details and also a copy of the student protocols that we have developed for online lessons, a copy of which we have also attached with this letter. We obviously hope that these 'live' lessons will proceed without problem, but I am sure you and your child will be understanding if there are any technical hitches. We very much hope that these online lessons will enhance your child's learning during this period and that they will be able to join the scheduled lessons. If they are unable to join at the scheduled time, they will be able to watch a recording of the lesson. Your child can access IT assistance, should they need it, by emailing itsupport@princewilliamschool.co.uk.

Yours faithfully

Mrs E Dormor
Headteacher