



Hall Green School

An Academy

26 June 2020

Dear Parents

In order to improve the quality of remote learning, we are planning to start delivering “live lessons” over the internet, using Microsoft Teams. Pupils in Year 10 will be formally inducted into this process, when they come into school, during the week of the 6th July, while, should it still be needed, pupils from other year groups will be inducted in September. However, many teachers will start offering live lessons before this date, as part of a “pilot programme”. Pupils will be informed of this through Class Charts and their school email. Live lessons will only run during the normal hours of the school day.

Technical requirements

In order to take part, pupils need to have access to the internet and either of the following:

- A computer, laptop or tablet with Microsoft Office 365 OR
- A computer, laptop, tablet or smartphone with the free Microsoft Teams app installed.

They need to have speakers or headphones connected and, if possible, a microphone. For most devices, these will be included as standard. They do not need a webcam or camera, although some teachers may allow them to use them if they wish.

If your child does not have access to any of these, please inform the school as soon as possible, if you have not done so already, as we have a certain number of laptops that we are issuing to year 10 pupils who do not have internet access.

Other requirements

In order for sessions to run smoothly, we ask parents to ensure that:

- Their child is logged on and ready to follow the link they have been sent a few minutes before the published time of the lesson. They will need a pen and their exercise book or paper.
- Their child is able to take part in a quiet place where they will not be disturbed. If they are using a camera, they must be respectably dressed and no other family member should be visible. The Teams app allows you to blur the background or insert a neutral background.
- Their child is not using any other devices while the lesson is taking place.

We ask the following of pupils:

- That they would be ready at the published time with any equipment that the teacher has asked them to bring.
- That they join the lesson through their Hall Green email address. If they use a different email, they will not be admitted to the meeting.

- That they are not using any other devices while the lesson is taking place.
- That they join the lesson with the video turned off or, if the teacher allows them to use it, they are respectably dressed with a blurred or neutral background.
- That the microphone should be muted when they join the meeting.
- That they use the chat and audio functions to ask and answer questions and not to distract the teacher or disrupt the lesson in any way.

Joining the lesson

Each pupil will receive a link to follow for the lesson through their school email and also in Class Charts. If their device has Teams, they will just need to click on the link at the published time to join the lesson.

Please note that lessons will be recorded.

Please complete the slip below to give your consent for your child to take part in these lessons.

If you have received a paper copy of this letter, the slip should be returned to me via the front office before the 6th of July.

If you have been sent an electronic copy, you can either fill in the boxes below, add your name to the signature line and then email it to your child’s teacher OR just send the teacher a simple email with this Word document attached and say “I agree to my child taking part in live lessons as described in the attached letter” (but please make sure you include your child’s name). In both cases, please copy Mr Simson in to the email a.simson@hallgreen.bham.sch.uk

Yours sincerely



Mr A Simson
Deputy Headteacher

Name of child:

Form:

- I agree for my child to take part in live lessons at Hall Green School
- I confirm that they have access to the internet and a device equipped with Microsoft Teams.
- I have read and agree with the expectations of parents and pupils described above.

Signed:

Hall Green School is a company limited by guarantee. Registered in England & Wales. Registered Number 7892732.
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