

## Online Learning During Self-Isolation – Microsoft Teams and FireFly

Dear Parent/Carer,

To enable our students to continue to receive quality teaching during their period of self-isolation, we are adopting a hybrid teaching model that includes:

- **Live Hybrid lessons via Microsoft Teams** during their normal timetabled slot – i.e. virtually attending lessons taking place in school with the remainder of the class.
- **You will appreciate that it is not possible to replicate practical subjects via Teams. Where possible, tasks will be set on FireFly** for those lessons involving a significant practical element – these tasks should be completed in their normal timetabled slot.

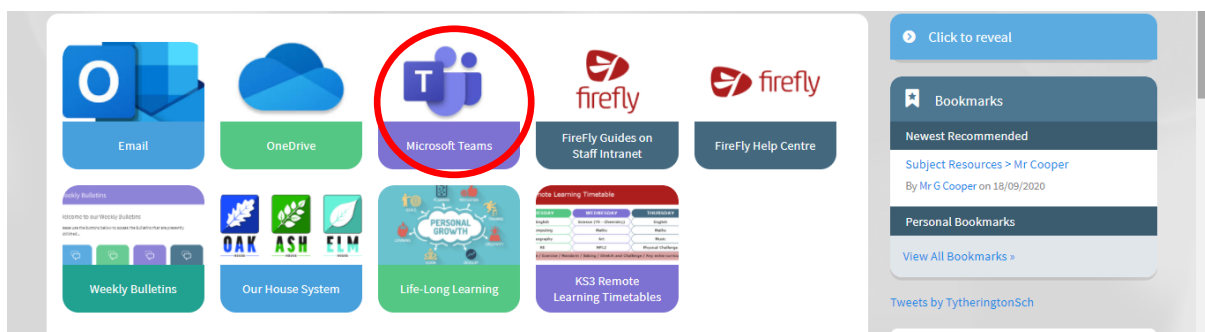
Where possible, students should complete any written work in their relevant exercise book. If they currently do not have access to their exercise book, work should be completed on Word and printed, or on paper and then glued into their exercise book once they are able to return to school.

### Accessing Live Microsoft Teams Lessons

To access lessons via Microsoft Teams, please follow the steps below:

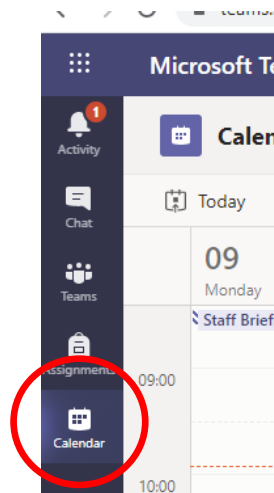
**Step 1: Login to Firefly in an internet browser as usual** – a guide is also attached for those who may have difficulty accessing Firefly

**Step 2: Click on the Microsoft Teams icon at the top of the page**

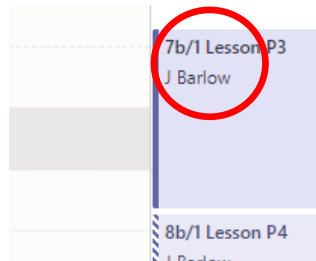


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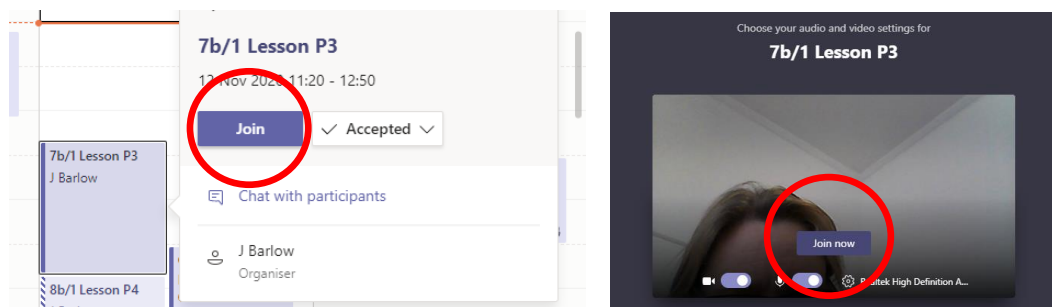
**Step 3: Click the Calendar icon on the left-hand side**



**Step 4: Locate the scheduled lesson on your calendar, click on it.**



**Step 5: Click “Join”, then “Join now” buttons –** You will then be waiting in the “Lobby” until your teacher gives you access to the lesson



Please ensure that your **Camera is On** and **Microphone begins Off/Muted** until the teacher asks students to unmute their microphone.

Teaching staff will need to settle classes to a task at the start of the lesson and set up for live streaming so please do be patient while waiting to access the lesson.

Our expectations of ambition, respect and preparedness remain the same when students are being taught remotely. The rules and expectations for live lessons are outlined overleaf.

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Please be aware that at any time we could have a number of staff that are unwell and unable to attend school or deliver lessons from home. Therefore, this may impact access to certain lessons in the short term.

Please do not hesitate to contact the school if you have any concerns or queries regarding any of the above, including any problems with accessing the online provision.

Best wishes,

Mrs H Pugh  
Assistant Headteacher  
Key Stage 3 – Years 7-9

Mr A Pilbury  
Deputy Headteacher  
Key Stage 4 – Years 10 & 11

Mrs C Brennan  
Assistant Headteacher  
Key Stage 5 – Years 12 & 13

## Rules & Expectations of Live Lessons

Any breach of the following rules and expectations will lead to you being removed from the lesson:

- Students should ensure that their parents/carers and other members of the household are aware that they are participating in a live online lesson and they should be mindful that other children may see or hear them and anything in the background.
- Ensure that you are appropriately dressed and sitting upright – not lying on a bed or sofa.
- Enter the lesson with your camera on to allow us to visually register you.
- Remain engaged in the lesson, be polite to others and do not mess around with your video or audio settings.
- Do NOT share the link with others.
- Do NOT capture the screen.

Please be aware that all or part of the lesson may be recorded. If it is recorded, it will be stored only within the Stream app on the school Microsoft 365 system and only shared with those in the school that it is appropriate for (e.g. those that were ill and could not take part in the live lesson).

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