



# Notre Dame Catholic College

Established 1869

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Executive Headteacher: Mr Matthew Symes BA(Hons) NPQH

29<sup>th</sup> June 2020

Dear parents/carers and year 9 pupils

Teachers have been very busy trialling the use of Microsoft Teams as 'live' subject tutorials for sixth form pupils and Year 10 pupils and we are now pleased that we are now in the position that this support can be offered to key stage 3 pupils.

In the next few weeks your son/daughter will receive information on class charts about any 'live' support offered them either by their form tutor or subject teachers.

The aim of the subject tutorials is to have a live online class where the pupils can discuss their learning with their class teacher. Teachers will also be able to share resources and explain concepts to pupils.

We have set up strict protocols of how we can all use 'Teams' safely for staff and pupils. Please read through the attached document.

To ensure the safety of all staff and pupils it is necessary that pupils use their school email address.

## **How will the live online meeting be arranged?**

Pupils will receive an email (to their school email address) from their teacher inviting them to the 'Team' meeting. Emails will arrive at least 30 mins before the meeting will start. Pupils will need to click on the hyperlink to access the meeting.

## **How do pupils access their email address?**

Go to the school website. On the top right corner you will see an icon for the school email system.

## **What is my school email address?**

The email address for year 9 pupils is made from their old user ID from when they were in year 7 which was their surname, first initial of their first name and the year they joined. For example John Smith would be [smithj17@notredame.liverpool.sch.uk](mailto:smithj17@notredame.liverpool.sch.uk)

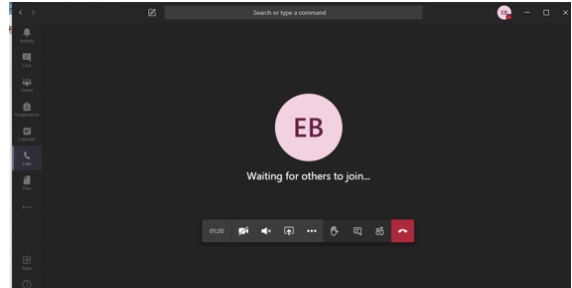
## **What do pupils need to do now?**

1. Check class charts for a link to the pupil agreement – by filling in the form pupils are agreeing to follow the protocols to keep all pupils and staff safe  
Either
  - a. Download the Microsoft Teams app on your mobile phone or device or
  - b. Log into Teams on your laptop or desk computer.

2. At the time of your meeting click on the hyperlink to access your meeting
3. When you join the meeting you can mute your audio and video until the meeting starts
4. When the meeting starts you can mute your audio and use the 'raised hand' function when you want to speak or ask a question
5. If you are very shy you can stop your video so that no one can see you but you can still see the other participants and your class teacher

This screenshot shows the screen you will see before everyone joins in

Please be patient as everyone is learning how to use the program but I'm sure we will all be able to get it working together



Thank you for your continued support

Yours sincerely

Mrs E Brennan

Senior Assistant Headteacher/Designated Safeguarding Lead



## **Microsoft Teams – Protocols**

Microsoft Teams will be used as an online live platform to support the learning of pupils. Microsoft Teams can be downloaded onto a computer or as an app on a mobile device e.g. mobile phone or tablet. It will need the internet to operate.

Notre Dame Catholic College will ensure that

- Security settings are in place to minimise risks and infiltration
- School email addresses are provided for all pupils
- Staff have the necessary equipment to enable them to use the technology effectively
- Pupils and parents/carers are informed that teaching staff will be starting to use Microsoft Teams
- Staff, pupils and their parents/carers are aware of the protocols around using Microsoft Teams

### **Meetings (subject tutorials)**

- Will be set up by teaching staff for pupils in their class
- Will not necessarily last one hour – duration may vary depending on class and topic
- Will be arranged during a normal timetabled lesson time to avoid duplication between subjects.
- There should be no communication outside of normal school hours by staff or pupils ( 9 am – 3 pm)
- If a subject tutorial is offered to a class it will be in place of work set on class charts for this lesson
- Meetings must have at least two pupils and one member of staff - no 1:1 live stream lessons are permitted unless with the prior consent from the headteacher
- Curriculum leaders and SLT responsible for line management will be invited as members of the meeting (tutorial) to allow ‘drop ins’ – this will not be used for appraisal purposes or to monitor learning and teaching.
- Anonymous users will not be permitted to join. All users must log into Microsoft Teams before they will be able to access the team meeting (class)
- The ‘Educator Admin’ (school IT admin) will be able to access the meeting at any time

### **Staff**

- must always maintain professional boundaries and avoid behaviour which could be misinterpreted by others and report any incidents to a member of SLT immediately.
- must wear appropriate professional dress as they would on a normal school day
- will conduct the live session from a school classroom
- will be responsible for setting up their team (class) by inviting pupils using their school email address
- Will act as a moderator during the meeting (tutorial) and may end the team session if behaviour is inappropriate. Member of staff will contact the parent/carers and a member of staff from SLT.

- Will only use their school email address
- Will send out an invite to pupils regarding the meeting 30 mins prior to the meeting starting – this will be emailed to the pupil's school email address
- Will not send out a code to invite others to the meeting (tutorial) - pupils can only be invited using their school email address
- Will follow safeguarding procedure if there are any concerns
- Will remind pupils of the meeting protocols at the beginning of every session
- Will leave the door open to their classroom when taking part in a live session

## **Pupils**

- Will digitally sign an agreement about appropriate behaviour using Microsoft Teams
  - Will only use their school email address when using Teams
  - Will agree that recording, taking screenshots or digital images of the meeting/staff/participants is not permitted
  - Are not allowed to set up/schedule TEAM meetings
  - Will not contact staff on TEAMS outside of the planned class meeting
  - Will be appropriately dressed
  - Will follow the school behaviour policy during the meeting
  - Will mute their audio during the meeting and use hands up if they want to speak or ask a question