



Notre Dame Catholic College

Established 1869

180 Great Homer Street, Liverpool L5 5AF
Tel: 0151 330 5122 Fax: 0151 207 0904
Email: ao@notredame.liverpool.sch.uk
www.notredameliverpool.com

Executive Headteacher: Mr Matthew Symes BA(Hons) NPQH

15th June 2020

Dear parents/carers and year 10 pupils

This week some teaching staff have been trialling the use of Microsoft Teams as 'live' teaching for subject tutorials for sixth form pupils – these have so far been very successful.

Geography and History teachers are now going to arrange subject support via Teams for year 10 classes when pupils are not in school as part of their bubble week. This means that during a week when your son/daughter's bubble group is not in school their geography/history teacher will arrange an online live 'Team' meeting to support your child with their learning. This will be one lesson per week and will last no longer than 1 hour maximum.

The aim of the tutorial 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 to access Microsoft Teams.

How will the online meeting be arranged?

Pupils will receive an email (to their school email address) from their class 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 email – click on the icon

If you can't remember your email address

Pupil name E Brennan

Your email address is BRENNANE16@notredame.liverpool.sch.uk

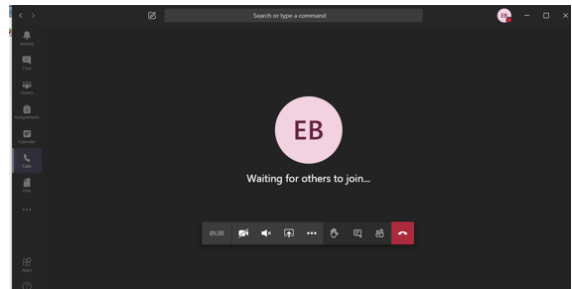
Password is the same password used to access school computers

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. Download Microsoft Teams on your laptop or computer
2. Your class teacher will give you prior notice via class charts about the date and time of your meeting
3. At the time of your meeting click on the hyperlink (in your email) to access your meeting
4. When you join the meeting you can mute your audio and video until the meeting starts
5. When the meeting starts you can mute your audio and use the 'raised hand' function when you want to speak or ask a question
6. 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