



Notre Dame Catholic College

Established 1869

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Executive Headteacher: Mr Matthew Symes BA(Hons) NPQH

Our Ref: Admin/EB/SC/126

12th June 2020

Dear Parents/Carers and year 12 pupils

Teaching staff are going to trial the use of 'Microsoft Teams' to hold Year 12 subject tutorials.

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.

Pupils will receive an email from their class teacher inviting them to the 'Team' meeting at least 30 mins before the meeting will start. Pupils will only be able to use their school email address.

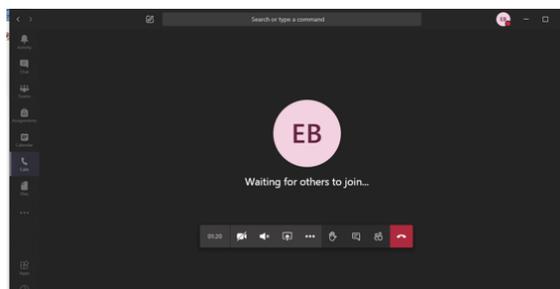
Week beginning 15th June 2020 – if you study travel and tourism, history, maths or criminology you will be part of the trial for a subject tutorial with your class teacher. Please check your school email address for an email from your class teacher.

Instructions for pupils

1. 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

