

Dear Yr10 families!

Firstly, I hope you are all well and thank you for being patient, while we have tried to do the ‘behind the scenes’ work needed to set up online learning on Microsoft Teams. Teachers will be creating their groups this week and we are conducting staff training remotely. The Bridgwater College Trust has employed Praestantia to support with the technical side, uploading groups onto Teams and supporting staff development. We have our next training session on Monday 4th May at 10am.

Monday 4th May is also the day we have set ourselves to begin teaching boys on Teams. This will be uneven at first as there is a training session at 10am on that day. We are trying to move this session but as yet, we have not heard back from the trainers. Therefore the science teachers may not be available online between 9.55 and 10.30am, though they will put work up for that lesson. Maths and Land Based should still be able to go ahead. After much negotiation and discussion about what would work best, we have put together the following timetable for boys:

**35 minute lessons ( keeping boys’ time to two hours online)**

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| --- | --- | --- | --- | --- | --- |
|  | **9.10 – 9.45am** | **9.45 – 9.55am** | **9.55am – 10.30am** | **10.30-10.40am** | **10.40 –** **11.15am** |
| MONDAY | Maths  | **BREAK** | Science  | **BREAK** | Geography |
| TUESDAY | History | **BREAK** | Land Based | **BREAK** | English |
|  WEDNESDAY | Maths  | **BREAK** | Engineering | **BREAK** | English |
| THURSDAY | Computer Science/ Art | **BREAK** | English | **BREAK** | DT |
| FRIDAY | Business Studies/PE | **BREAK** | Science  | **BREAK** |   |

This is our attempt to balance our teaching with what is realistic and feasible in busy family homes. We have tried to make sure that boys have all their subjects at least once a week, with English, maths and science at least twice a week. We have also tried to keep the time spent online to two hours a day maximum. This is because we know that many of you have more than one child and being online all day, with limited access to devices is unrealistic – and probably not healthy. It also takes into account the need for some boys to help out at home, by keeping to mornings only. The short lessons are designed for teachers to touch base, set work and give feedback to boys. They will be expected to work outside of this time but hopefully, the lessons will make it easier to stay on track. We have listened to the feedback parents gave us in the recent survey and this is a response to the request for more structure. But, like everything else, it is new so we expect things to go wrong and we hope you will bear with us! We will ask boys and you how you think it is going and adjust the timetable as and when necessary. This is a starting point.

**What is Teams and how will my son be using it?**

Microsoft Teams is an online platform that allows teachers to set work, students to access work, submit work and get feedback in ‘real’ time. Students log into Teams using the new email address and password given to them in this letter. They will see all their ‘classes’ on their profile and can go to each ‘lesson’ to complete the work for that day. We are asking that students follow the timetable above and visit their lessons at these times. Staff will be online at these times and ready to respond to questions and give feedback. This is how we expect to be using Teams in the first week. There is the option to stream ‘live’ lessons and this is a great tool that we would very much like to use. In this case, teachers would ‘invite’ their students to ‘join’ a lesson (like Skype or Zoom) at the times on the timetable above. Eventually, many teachers would like to use this option. But it depends on students being trustworthy, responsible and aware of online safety. This is what Brymore boys do best and I am sure that they will understand that it is vital that they are aware of and adhere to the rules and regulations of online safety, if this way of working is to be effective for all.

With this in mind, I have linked the ‘Expectations of Students’ and the Brymore Microsoft Teams Policy to this document. Please read this with your son, get him to sign it, keep it somewhere safe and make sure he understands the consequences of not following these rules (the school will contact parents and he will be refused entry to future lessons). I ask that you sign and submit this to the school, either via MyEd, post or email by **Wednesday 6th May**. All of this needs to be in place before staff can begin teaching ‘live’ lessons. This is why the first week of lessons will be like a chat room – but not a video meeting.\* unless staff are confident that these policies have been agreed by students.

**\*A note on Teams Meetings (live video)**

Boys do not need to be ‘seen’ in these meetings or ‘heard’. You can decide whether to switch on the camera or the microphone. Boys can take part in these lessons by watching and hearing others and sending live text messages which the teacher can respond to.

Praestantia have prepared a Parent video to help get you started on Teams and to get an idea of what Teams is all about. Please watch the video by following this link:

<https://www.youtube.com/watch?v=8AC3iMDyoJI>

***What are the practicalities of setting up Teams – what do I need to know?***

Firstly, boys have been issued with new email addresses. These are as follows:

Year 10

10BloggsJ@mybrymore.school

If your son has a hyphenated surname or is double-barrelled, only the first part of the surname is used

 ie. Year 10 David Smith-Jones would be 10SmithD@mybrymore.school

The passwords for your son will be:

**Bry(dot)date of birth!**

For every student. So, if Joe Bloggs was born on 21st June 2005 his password will be **Bry.210605!**

 If he was born on 26th January 2013 it would be **Bry.260113!**

**Please remember the dot after Bry and the exclamation mark after the date of birth.**

**How do we set up Teams?**

There are two ways to set up Teams.

**Firstly, on a PC or laptop**.

1. Type ‘Office 365 login’ into your browser. Use Microsoft Edge if you can.
2. You should now be able to log in, using your **new** Microsoft email address and password.
3. Click on the Teams icon in the row
4. When you enter, you will see your classes as Teams on your dashboard.
5. Click on a box to enter that ‘class’
6. You might want to download the Teams app onto your PC/ laptop to make it quicker

**On a phone/ ipad**

1. Download the Teams app
2. You should now be able to log in, using your **new** Microsoft email address and password.
3. When you log in, you will see your classes as Teams on your dashboard.
4. Click on a box to enter that ‘Team’

Staff **will not be activating classes and inviting students into them before Wednesday 29th April**. This is to give you time to read this information, go through the safeguarding documents and rules with your son, watch the video and get an understanding of Teams before boys are given access to Teams.

**So, in summary**

* Teams will be offered to boys as an online platform from Monday 4th May.
* Boys should log on to lessons on Teams, at the times given on the timetable
* If boys cannot log in at this time, the work will be available all day but the teacher will be online during this period and any ‘live’ lessons will happen at this time
* Please read, agree and submit the ‘**acceptable use policy’**, either via MyEd, post or email by **Wednesday 6th May**
* Please watch the Parent Training video on <https://www.youtube.com/watch?v=8AC3iMDyoJI>
* Use the guide above to help get your son set up on Teams, ready for next week

Finally, I know this is a lot to take in! You may need to take a break and come back to it. As with everything we are doing, this is designed to be supportive and not to cause issues at home. We hope that you find the timetable reasonable. Boys can use their phones and do not need a laptop to access Teams. We continue to be aware that some of you are struggling with internet access and where this is the case, we will continue to post work home.

I hope you find this useful. Please let us know of any concerns you have. There will be teething problems I know - and I thank you for your understanding in advance,

Take care,

Vicky Davis