



**Dear Edwinstree students working online,**

How are you doing in the third week of our new lockdown? We are really impressed with the efforts you and your parents or carers have made to get online, collect hard copy and continue with your learning. Thank you for working with us.

**Have you tried a LIVE event?** Some of you have been given the opportunity to help us trial live events. We are sorry if they have been bumpy and you have had a few problems. On Sunday I almost threw my laptop out the window, as I tried to video examples of the work I was expecting for my Geography lesson. Did you get frustrated with your ICT? If you are one of the many students that despite training have struggled to remember their email address and password into Microsoft Teams, please be aware that you can access another way. We will send you a link to join via SMHW as well as an email, BUT you join as a 'guest', so you need to identify yourself by your name and class, before we can admit you into the lesson.

**Have you tried a LIVE chat?** These are meetings with your teacher and class and is an opportunity to share problems and concerns about the work and get immediate help. We think this might be a quicker way to get help rather than posting a comment and waiting for us to reply, which can take time. So if you get an invite, please give it a try.

**What about video lessons?** A number of Parents are telling us that you all like the video lesson, because you can replay the explanation of what to do. Many staff are now using videos to help you understand what you need to do. BUT DON'T stop reading the guide to your lesson, you can't learn without it!

**How can you find out if a teacher is offering LIVE lessons, Chats or Video support?** We will post the title of the work on SMHW, whether it is LIVE lesson, LIVE chat or a VIDEO is part of the work send you. We will also provide a timetable of the trials taking place. You can find a copy on the front page of our website [www.edwinstree.herts.sch.uk](http://www.edwinstree.herts.sch.uk) but we hope to provide a concrete timetable by next week

**Have you read the guide to how to survive online at Edwinstree?** At the end of this letter are the guidelines or protocols we need you to follow in order to keep students, staff and parents or carers safe, these will also help to make any LIVE experience more successful. Please take the time to read it – Thank you

**How are you coping with getting all your work at the start of the week?** I know at first it seems daunting but the idea is to give you and your family the opportunity to be flexible and plan when you want to complete each subject and how. If you find this difficult, you can follow the school timetable we are using in school at the moment– it will be posted can be found on our website. It might be a better way to get organised.

**What about if something sad has happened in your family or you are just feeling sad?** It is really important to look after your wellbeing, if you missed a day, no one is going to tell you off, but from Tuesday 19/1/21 if you are not online and we don't know the reason, we will contact home and offer support to help you recover so you can continue with your learning.

**How do you continue to look after your wellbeing?** Mr Galanides continues to post wellbeing links and resources to help your mind stay fit and well. You might also wish to join the LIVE COWOs and catch up with others. We will try to find times for you to link up with your class mates in school. Year 5 are already completing fun challenges to share with each other! Perhaps you might like to join in?

We continue to miss you all, and can't wait to see you on screen for now in a LIVE lesson or chat and hopefully back in school from after half term.

**Jo Gant  
Headteacher**



## **Edwin Tree Middle School**

A Voluntary Controlled Church of England School

### **Microsoft Teams Live Lessons – Student Protocols**

**This is a guide to help student, teacher and parent stay safe and successful when sharing Live Lessons and or Live Chats. It is essential that we work together to follow these guidelines.**

- The best way to join Teams is by using your school email account via Office 365. If you have forgotten the password, you can join as a 'guest' while we work to reset it
- To join as a 'guest' the teacher will send students an invite via SMHW, you can click on a link to the meeting. If you join as a 'guest' to enter you will need to put your full name and your class when you are asked to identify yourself. For example Jo Gant 8E
- Make sure you only join the lesson and or COWO at the allotted time.
- Be patient, at the moment we have to let you through a lobby, so it takes us a minute as we are not practiced at this!
- Please make sure you are on 'mute', unless asked to unmute by the teacher. This stops feedback and helps the flow of the lesson.
- Please make sure that you are dressed appropriately to be seen on the screen, particularly in LIVE chats in LIVE lessons we may ask you to keep your cameras off, until we get confident.
- Students can ask questions by using the 'Raise Hand' function or typing the question in the chat box
- Please avoid any form of recording or photo of the session. The session will be recorded for safeguarding purposes.
- If you are unable to follow the protocols you will be removed from the session. We will contact home to discuss with your parents how we can help you to follow these simple guidelines