



Parent/Student Guide to Virtual Lessons on Microsoft Teams

Mr R Laverick – January 2021 – Richard.Laverick@macclesfieldacademy.org

Does my child have to attend?

Unless you have a specific agreement in place with the school (via the pastoral team and/or form tutors), it is expected that all students will attend online lessons. Teachers will continue to introduce new topics and content. Therefore, if students fail to attend, they will begin to fall behind.

What about Registration and Attendance?

Students will have form time with their tutor at the start of the day. Those students not present, will be contacted, as they would be if they didn't arrive to school. If your child is ill, please let the school know in the usual way.

How will I know if my child has a lesson?

Lessons will follow the usual school timetable. You can view your child's timetable on the school gateway under reports. If this doesn't work for you, please contact the school office via info@macclesfieldacademy.org who can send you a copy of your child's timetable.

Please note that Y7 timetables will have changed for a large number of students due to the new Maths/Science sets.

Importantly, **your child will be contacted on Show My Homework if they have a lesson.** Though reminders and resources are posted on Show My Homework / Satchel One, lessons themselves are on Microsoft Teams.

How does my child access Microsoft Teams?

Microsoft Teams is free to download and install on a phone or laptop. We recommend a laptop as it is more secure and easier to use.

Each student has a log on made for them already. This is their school email address, which is made up of their school username@macclesfieldacademy.org.

Usernames are made up of first initial, surname and intake year. For example, student John Smith in:

Year 7	JSmith20@macclesfieldacademy.org
Year 8	JSmith19@macclesfieldacademy.org
Year 9	JSmith18@macclesfieldacademy.org
Year 10	JSmith17@macclesfieldacademy.org
Year 11	JSmith16@macclesfieldacademy.org

Their password is their usual school password. If they have forgotten this, they/you should email ICT.Support@macclesfieldacademy.org with the student name and form. They will get back to you as soon as possible.

The first time you log in, it may ask for a code. If this happens, close teams and try again, or log in to office 365 on your browser first, with the same details as above. You shouldn't need to enter any codes.

How does my child access the lesson on Microsoft Teams?

Once the staff member starts the lesson, students will be informed in their "chat" section. Students can also access the lesson via the calendar on Teams.

Students will be held in a waiting room so that they cannot be on cameras/microphones unsupervised.

What steps have you taken to ensure safeguarding of students?

A number of features have been removed from student accounts to protect them and others. Student accounts continue to be monitored as they would be in school.

Lessons are recorded in order to both prevent any issues, but also to safeguard staff and students. The lesson recordings are stored securely and never on any staff device.

Staff and Student cameras will be off when not in use. When they are on the backgrounds will be blurred where possible. Where this is not possible staff and students should be sat with a neutral background (no family photos, etc.).

Staff and students will be mindful of language of both themselves and people in range of their microphones/cameras. Staff and students will be appropriately dressed.

Can my child attend if parents are at work?

We do not want to put up barriers to learning. Therefore, students whose parents are at work can still attend. We felt that as the lesson was being recorded, both staff and students are protected in this way.

Can my child have a one-to-one session with a teacher / teaching assistant?

Yes. These can be arranged with parents and students. They will be recorded in the same way, and all the same rules for safeguarding apply.

Can I give feedback?

Yes, absolutely! This is very much new to staff, and we do ask you to be patient! But we also recognise that many parents already use Microsoft Teams or equivalent software, and may be able to help us! Please send any feedback to the original teacher, or to Richard.Laverick@macclesfieldacademy.org

Does my child have to speak / have their camera on?

No. We recommend cameras are off, unless they are needed to show work, etc. There are obvious cases where this may be necessary, i.e. PE, Art, Drama, etc. With microphones, this is down to the staff member. For larger groups we recommend all microphones are off, and students unmute themselves to ask/answer a question when they have been asked. For smaller groups it is ok to leave microphones on. Importantly, students do not have to use their microphone at all. If they are not comfortable, they can answer/ask questions using the chat function (text).