

Sixth Form – Microsoft Teams

Dear parents and carers,

As discussed in my communication last week, we have reviewed the introduction of some live elements using Microsoft Teams in a selection of subjects. Feedback has been really positive and something we now wish to develop across all of our sixth form subjects. Starting next week, all sixth form teachers will begin to deliver some live sessions using 'Teams'.

This may take many different forms depending on the nature of the subject. For some lessons this may be small group tutorials, for others it may be a Q&A session or a demonstration. Students can expect to have an interactive session with their teacher once a week, which will enable them to ask any questions they have about their ongoing work.

Teachers will invite students to their session using their Microsoft365 email address. These sessions will take place during their **usual lesson time** and will usually last no longer than 30 minutes. Students will continue to be set work using the SMHW platform to complete throughout the week. These live sessions will be in addition to, not in replacement of, the usual work that students should be completing.

Guidance on how to access and use Microsoft Teams is attached. This software can also be downloaded on to a phone or tablet if there is no computer available. If you have any technical questions regarding accessing this software, or the functions within it, please contact Mr Sampson on msampson@canterbury.kent.sch.uk and he will be able to provide you with technical support. Should you have any other questions regarding your learning please contact Mrs Morse on rmorse@canterbury.kent.sch.uk

You will also find attached the '**Online Learning Guidelines**' outlining what staff will expect in terms of student conduct whilst using Microsoft Teams. Please can all students read this guidance in anticipation of their sessions.

Best wishes,

Lucy Winslow

Head of Sixth Form